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*Calendar - Actions Taken*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 9, 1984

DOCUMENTS DEPT.

JAN 18 1984

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PART I - 2:00 P.M.

Present: Commissioner Lee  
Commissioner Gloyd (Items Missed: Minutes, Roll Call, (Part II), 26)  
Commissioner Texidor del Portillo (Item Missed: 28)  
Commissioner Powell  
Excused: Commissioner Salomon  
Commissioner Lee presided

MINUTES: a. Regular Meeting of December 5, 1983  
b. Regular Meeting of December 12, 1983

Action: 1. Minutes of December 9, 1983 - Approve.  
2. Minutes of December 12, 1983 - Approve as amended regarding Sharon Davis.

CLASSIFICATION MATTERS

1331-83 Reclassification of three vacant positions in the Public Utilities Commission, Hetch Hetchy Project, Motive Power Division. (Calendar Item No. 4)

Action: Adopt staff report.

1. Reclassify two positions included in the 1983-84 budget in Class 7364 Powerhouse Operator (Sch. 46.6 \$89981088) to Class 7430 Assistant Electronic Maintenance Technician (Sch. 50.2 \$106781291).
2. Reclassify one position included in the 1983-84 budget in Class 7364 Powerhouse Operator (Sch. 46.6 \$ 89982088) to Class 7365 Senior Powerhouse Operator (Sch. 49.1 \$101381226).
3. Amend Annual Salary Ordinance Section 32/320000/33001/003 accordingly.
4. Advise the department to submit a supplemental appropriation request.

1342-83 Request to retitle and amend the specification for Class 3262 Curator of Arts and Crafts and to classify one newly budgeted position. (Calendar Item No. 5)

Action: Adopt staff report.

1. Retitle Class 3262 Curator of Arts and Crafts to 3262 Curator of Industrial Arts and amend the specification as indicated in staff report.
2. Allocate one position budgeted as A512 Curator-Industrial Arts (874-1057) to Class 3262 Curator of Industrial Arts (Sch. 46.0 \$87481057).
3. Advise the department to amend its budget to reflect this title change.

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1345-83 Survey of single position Class 2897 Deputy Director for Program Planning, Development, Research, and Evaluation. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new Classification 2821 Director of Health Program Planning at 1983/84 salary (Sch. Z 59.8 \$169082053).
2. Allocate one position budgeted in a supplemental appropriation request as A598 Director of Health Program Planning (83/84 Salary Schedule J \$169082053) to the new classification.
3. Abolish Classification 2897 Deputy Director for Program Planning, Development, Research, and Evaluation (83/84 Salary Schedule Z 66.6 \$235482862).
4. Amend Section 830100 of the Annual Salary Ordinance accordingly.
5. Advise the Decentralized Personnel Unit of the Department of Public Health to conduct an examination for one permanent position in the new classification.

1346-83 Survey of one newly budgeted position in the Department of Public Health. (Calendar Item No. 6)

Action: Adopt staff report.

1. Allocate one position newly budgeted in the 1983-84 budget as A509 Coordinator, Emergency Medical Services (Sch. 57.7 \$152881853) to Class 2246 Assistant Director of Clinical Services I (Sch. 55.4 \$136881658).
2. Amend Section 831100 of the Annual Salary Ordinance accordingly.
3. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an examination for Class 2246 Assistant Director of Clinical Services I.

1347-83 Establishment of a new Diagnostic Medical Sonographer series for the Department of Public Health. (Calendar Item No. 18)

Action: Adopt staff report.

1. Establish new classifications 2441 Diagnostic Medical Sonographer I (Sch. 45.0 \$83481008) and 2442 Diagnostic Medical Sonographer II (Sch. 47.5 \$93881136). (Adopt class specifications as indicated in staff report).
2. Allocate one position designated as A569 Diagnostic Medical Sonographer I (J \$83481008) and one position designated as A570 Diagnostic Medical Sonographer II (J \$93881093) to each of the new classifications respectively.
3. Amend Section 860100 of the Annual Salary Ordinance administratively.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct examinations for one permanent 2441 Diagnostic Medical Sonographer I position and one permanent 2442 Diagnostic Medical Sonographer II position located at San Francisco General Hospital Medical Center.





- 1350-83 Request to retitle and amend the specification for Class 4256 Real Estate Analyst in the Assessor's Office. (Calendar Item No. 7)
- Action: Adopt staff report.
1. Retitle Class 4256 Real Estate Analyst to 4256 Chief of Assessment Standards and amend the specification as indicated in staff report; status of permanent incumbent continues without change.
  2. Amend the Annual Salary Ordinance administratively to reflect this title change.
- 1352-83 Establishment of a new classification for the Public Utilities Commission-Water Department. (Calendar Item No. 19)
- Action: Adopt staff report.
1. Establish Class 5165 Deputy General Manager, Operations & Maintenance, Water Department (Sch. 63.5 \$2023B2459) as indicated in staff report.
  2. Allocate one position listed in the Water Department budget as A486 Deputy General Manager, Operations & Maintenance, Water Department (Sch. 63.5 \$2023B2459).
  3. Amend Annual Salary Ordinance Section 47/470000/32001 to reflect this action.
- 1354-83 Reorganization of the Park Division, Recreation and Parks Department. (Calendar Item No. 20)
- Action: Adopt staff report.
1. Establish new classification of 3438 Tree Topper Supervisor II (J,Z, Sch. 53.3 \$1237B1499); adopt class specification as indicated in staff report.
  2. Allocate one new position authorized in a supplemental appropriation as A574 Municipal Arborist (J, \$1237B1499) to the new classification.
  3. Establish new classification of 3426 Urban Forester (J,Z, Sch. 51.3 \$1125B1362); adopt class specification as indicated in staff report.
  4. Allocate one new position authorized in the budget as A516 Urban Forester (J, \$1125B1362) to the new classification.
  5. Advise the department to amend their budget to reflect the actions of this report.
- 1355-83 Classification of 139 positions in the Municipal Railway and 3 positions in the Public Utilities Commission. (Calendar Item No. 9)
- Action: Adopt staff report.
1. Classify 139 positions in the Municipal Railway as detailed in the staff report.
  2. Classify 3 positions in the Public Utilities Commission as detailed in the staff report.
  3. Amend Annual Salary Ordinance Sections 35/350200, 350300, 350400 and 40/400300 to reflect these actions.





1356-83 Request to make an exempt appointment in Class 1880 Chief of Systems at the Fifth Step per Charter Section 8.300(5). (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve the exempt appointment of Mr. Ted Bernas to a position in Class 1880 Chief of Systems per Charter Section 8.300(5) for a one year period.
2. Approve the appointment of Mr. Ted Bernas at the Fifth Step (\$2023) of the range for Class 1880 per the authority of Section VII A.3.B. of the Salary Standardization Ordinance.

1357-83 Classification survey of positions in various City Departments. (Calendar Item No. 11)

| <u>Department</u>   | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                       | <u>Recommended<br/>Class</u>                                 |
|---------------------|---------------------|--|--|
| Assessor            | 2                   | 4261 Real Property Appraiser (\$91681109)                | Same   |
|                     | 3                   | 4202 Assessment Clerk (5628677)                          | Same   |
| Treasurer-Collector | 1                   | 1424 Clerk Typist (\$5448655)                            | Same   |
|                     | 1                   | 1630 Account Clerk (\$5628677)                           | Same   |
|                     | 2                   | 1650 Accountant (\$7108858)                              | Same   |
| Controller          | 1                   | 1721 Data Entry Operator (\$5948717)                     | 1630 Account Clerk (\$5628677)                               |
| County Clerk        | 15                  | 1855 Sr. Control Clerk, EDP (\$6528788)                  | Same   |
| Art Commission      | 1                   | 1444 Clerk Stenographer (\$5678684)                      | 1426 Sr. Clerk Typist (\$5968721)                            |
| Hetch Hetchy        | 3                   | 7363 Powerhouse Electrician (\$118081429)                | 7318 Electronic Maintenance Technician) (\$123281491)        |
| Municipal Railway   | 1                   | 5287 Transit Planner I (\$7558912)                       | 5288 Transit Planner II (\$91281104)                         |
|                     | 2                   | A441 Transit Maintenance Supervisor (\$118581436)        | 7382 Automotive Mechanic Assistant Supervisor (\$17.86/hour) |
|                     | 1                   | 1806 Sr. Statistician (\$103781255)                      | 1804 Statistician (\$87881062)                               |
| Port Commission     | 1                   | 9395 Assistant Rental Manager, Port of S.F. (\$89581083) | Same   |





1357-83  
(Cont')

| <u>Department</u>            | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                | <u>Recommended<br/>Class</u>      |
|------------------------------|---------------------|---|-----------------------------------|
|                              | 1                   | 5206 Associate Civil Engineer<br>(\$1243B1506)    | Same                              |
|                              | 1                   | 5212 Principal Civil Engineer<br>(\$1890B2297)    | Same                              |
| Recreation and Park          | 1                   | A513 Park Planner III<br>(\$1045B1265)            | 5280 Planner III<br>(\$1078B1304) |
| Public Health Central Office | 1                   | 2589 Health Program Coordinator I<br>(\$895B1083) | Same                              |
|                              | 1                   | 2556 Physical Therapist<br>(\$891B1078)           | Same                              |

Action: Adopt staff report.

1358-83 Review of requests for approval of proposed personal services Contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                       | <u>CONTRACTOR</u>                                     |
|---------------|---|---|
| 246-83/84     | Art Commission                          | Nancy Wells London                                    |
| 247-83/84     | Art Commission                          | Kathryn Reasoner                                      |
| 248-83/84     | Port Commission                         | Towill, Inc.  |
| 249-83/84     | Port Commission                         | Thomas J. Ferrando                                    |
| 250-83/84     | Real Estate                             | Hamilton & Associates                                 |
| 251-83/84     | D.A./Family Support                     | Roche Biomedical Laboratories, Inc.                   |
| 252-83/84     | Mayor's Office of Community Development | Martin Gustavson, Redevelopment Agency                |
| 253-83/84     | Parking Authority                       | Edmund Burger   |
| 254-83/84     | Chief Administrative Officer            | Daniel Cotter   |
| 255-83/84     | Social Services                         | World Institute on Disability                         |
| 256-83/84     | Social Services                         | S.F. Society for the Prevention of Cruelty to Animals |
| 257-83/84     | Public Works                            | Cal Trans District 4                                  |
| 258-83/84     | Public Works                            | Hales Testing Laboratories                            |
| 259-83/84     | Public Works                            | Soil & Plant Laboratory, Inc.                         |
| 260-83/84     | Public Works                            | Campbell Pacific Nuclear Corp.                        |
| 261-83/84     | Controller                              | The Professionals                                     |
| 262-83/84     | Public Health                           | Mt. Zion Hospital & Medical Center                    |



1358-83  
(cont')

| <u>NUMBER</u> | <u>DEPARTMENT</u>               | <u>CONTRACTOR</u>   |
|---------------|---------------------------------|---|
| 263-83/84     | Public Health                   | S.F. Medical Center<br>Outpatient Improvement                                     |
| 264-83/84     | Public Health                   | Family Service Agency of S.F.   |
| 265-83/84     | Public Health                   | Regents, University of<br>California/SFGH   |
| 266-83/84     | Public Health                   | Mission Area Health Associates  |
| 267-83/84     | Public Health                   | Asian Women's Health Center   |
| 268-83/84     | Public Health                   | Urban & Rural Systems<br>Associates Institute, Youth<br>Environment Study Project |
| 269-83/84     | Public Health                   | University of California  |
| 270-83/84     | Public Utilities<br>Commission  | PMC, Inc., George Barbour   |
| 271-83/84     | Public Utilities<br>Commission  | Kaiser Engineers  |
| 272-83/84     | Public Utilities<br>Commission  | Maria Victoria C. Ricasata  |
| 273-83/84     | Adult Probation                 | American Arbitration Assn.,<br>Community Dispute Services                         |
| 274-83/84     | Public Utilities<br>Commission  | Franciscan Lines, Inc., &<br>Reid's Diesel Service                                |
| 275-83/84     | Public Works-Clean<br>Water     | CH2M-Hill, Inc.   |
| 276-83/84     | Public Health                   | North East Medical Services   |
| 277-83/84     | Public Health                   | Youth Projects, Inc.  |
| 278-83/84     | Public Health                   | Aquarius Public Management  |
| 279-83/84     | Chief Administrative<br>Officer | Valerie A. Lenz   |
| 280-83/84     | D.A./Family Support             | Shepard's Legal Serve, Inc.   |
| 281-83/84     | D.A./Family Support             | Rapid Serve   |
| 282-83/84     | Controller                      | Writers Inc.  |
| 283-83/84     | Controller                      | PSW3  |
| 284-83/84     | Controller                      | Data Directions   |
| 285-83/84     | Controller                      | Data Directions   |
| 286-83/84     | Public Health                   | Wang Laboratories   |
| 287-83/84     | Airports Commission             | Signet Testing Laboratories   |
| 288-83/84     | Public Health                   | Not Yet Selected  |
| 289-83/84     | Art Commission                  | Bluepeter   |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.





### COMPENSATION MATTERS

2350-83 Salary Standardization, Fiscal Year 1984-85. (Calendar Item No. 16)

Action: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

### EXAMINATION MATTERS

3568-83 Special Report - Class 8304 Deputy Sheriff - (Richard Norton).  
(Calendar Item No. 22)

December 5, 1983: Off calendar at Mr. Norton's request. Mr. Norton to notify the Assistant Secretary when prepared to proceed (Mr. Norton is an eligible on List E-10 which expires on February 17, 1985).

Action: Over to the meeting of January 23, 1984 at request of Sheriff.

3596-83 Appeal of staff's decision to amend the examination announcement for Class 1650 Accountant. (Calendar Item No. 21)

November 28, 1983: Over to the meeting of December 5, 1983 at request of appellant.

December 5, 1983: Over to the meeting of December 12, 1983 at request of attorney for appellants.

December 12, 1983: Over to the meeting of January 9, 1984 due to change in December meeting schedule.

Action: Over to the meeting of January 23, 1984 at request of staff.

3697-83 Appeal of action of General Manager, Personnel on protest on the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 23)

Action: 1. Schedule of administration to be maintained.  
2. Other issues, i.e., test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.  
3. The Commission will not consider any written material distributed at meetings.

### IN-SERVICE MATTERS

4008-84 Special Report regarding Eligible List CPE-1, Class 7102 Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project. (Calendar Item No. 24A)

Action: Over to the meeting of February 6, 1984 at request of one of the eligibles.

6100-83 Appeal of staff's decision to authorize forty-one non-Civil Service appointments in Class Q-60 Lieutenant, San Francisco Police Department (Oral Authorization Numbers 301470-301510). (Calendar Item No. 15)





6100-83  
(cont')

November 28, 1983: Over to the meeting of  
December 5, 1983 by  
Commission action.

December 5, 1983: Over to the meeting of  
December 12, 1983 at request  
of San Francisco Police  
Department.

December 12, 1983: Over to the meeting of  
January 9, 1984 at request of  
San Francisco Police  
Department.

Action: Over to the meeting of January 23, 1984 at request of  
San Francisco Police Department.

6105-83 Bilingual needs assessment at San Francisco General Hospital.  
(Calendar Item No. 17)

November 28, 1983: Over to the meeting of  
December 5, 1983.

December 5, 1983: Over to the meeting of  
January 9, 1984.

Action: Over to the meeting of January 23, 1984 at request of  
staff.

6160-83 Proposed amendment to Civil Service Commission Rule 11 -  
Certification of Eligibles, Section 11.02C - Selective Certification  
of Certified Temporary Employees. (Calendar Item No. 24)

December 12, 1983: Post for adoption at the  
meeting of January 9, 1984.

Action: Adopt.

6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers,  
Section 20.03 - Transfer of Disabled (Implementation of Proposition  
D - November, 1983 Election). (Calendar Item No. 13)

December 12, 1983 Post for adoption at the  
meeting of January 9, 1984.

Action: Over to the meeting of January 23, 1984 to conclude meet  
and confer process.

6333-83 From the heads of various departments requesting authorization to  
make limited tenure appointments. (Calendar Item No. 12)

Action: Adopt staff report; approve requests for the duration  
indicated in the staff report.

Commissioners' New Business. (Calendar Item No. 14)

(A) From the Mayor's Fiscal Advisory Committee:  
Review of Proposed New Positions and MIS Expenditures  
(Civil Service Commission Budget, Fiscal Year 1983-84).

Action: Accept report.

(B) Other Business.

Action: No business.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 9, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Terry Beasley, 1404 Clerk, LT, Public Utilities Commission, San Francisco Municipal Railway, 12/12/83. (Calendar Item No. 32) (1)

Action: Over to the meeting of January 23, 1984 at request of Local 390/400.

Kelvin Brewster, 2708 Custodian, 22/E-1, San Francisco Community College District, 12/16/83. (Calendar Item No. 36) (4)

Action: Over to the meeting of January 23, 1984 at request of Local 390/400.

Jimie Bridges, 2604 Food Service Worker, 48/E-6, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/83. (Calendar Item No. 43) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Alan Choy, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 12/13/83. (Calendar Item No. 33) (1)

December 12, 1983: Over to the meeting of January 9, 1984.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Walter Crawford, 2736 Porter, 57/E-52, Department of Public Health, San Francisco General Hospital Medical Center, 10/8/83. (Calendar Item No. 28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





William J. Cummings, 7379 Electrical Transit Mechanic, 14/E-11, Public Utilities Commission, San Francisco Municipal Railway, 12/21/83. (Calendar Item No. 29) (7)

Action: Future employment subject to review and approval of the General Manager, Personnel after evidence is submitted of satisfactory progress in a rehabilitation program.

Shun Doi, 9163 Transit Operator, 92/E-115, Public Utilities Commission, San Francisco Municipal Railway, 12/12/83. (Calendar Item No. 41) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Pauline Eckman, 1446 Senior Clerk Stenographer, 1/CPE-1, Airports Commission, Engineering Division, 11/4/83. (Calendar Item No. 39) (5)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Harold L. Gheno, 1940 Stores & Equipment Supervisor, 1/P-2, Purchasing Department, Stores & Equipment Division, 12/14/83. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Sheila Lalwani, 2905 Senior Eligibility Worker, 60/CPE-4, Department of Social Services, 12/13/83. (Calendar Item No. 38) (5)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Jerome Lang, 2736 Porter, 21/E-52, Department of Public Health, Laguna Honda Hospital, 9/30/83. (Calendar Item No. 26) (7)

November 28, 1983: Over to the meeting of December 5, 1983 at request of department.

December 5, 1983: Over to the meeting of December 12, 1983.

December 12, 1983: Over to the meeting of January 9, 1984.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





William F. Richardson, 9163 Transit Operator, 1150/E-112, Public Utilities Commission, San Francisco Municipal Railway, 9/2/83. (Calendar Item No. 35) (3)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 40) (2)

October 3, 1983: Over to the meeting of November 7, 1983 at request of Mr. Rivas' attorney.

November 14, 1983: Over to the meeting of December 5, 1983 at the request of Mr. Rivas' attorney.

November 28, 1983: Over to the meeting of December 19, 1983 at request of Mr. Rivas' attorney.

December 12, 1983: Over to the meeting of January 9, 1984 at request of Mr. Rivas' attorney.

Action: Over to the meeting of January 23, 1984 at request of department.

Marcos Rodriguez, 2806 Disease Control Investigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 42) (6)

April 18, 1983: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

June 6, 1983: Over to the meeting of July 5, 1983 at Mr. Rodriguez's request.

July 5, 1983: Over to the Special Meeting of August 29, 1983 at Mr. Rodriguez's request.

August 29, 1983: Over to the meeting of September 19, 1983 at the request of the department.

September 19, 1983: Over to the meeting of October 17, 1983 at Mr. Rodriguez's request.

October 17, 1983: Off calendar at request of Civil Service Commission EEO Unit.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



David P. Rosario, Q-2 Police Officer, 47/E-93, San Francisco Police Department, Mission Station, 12/15/83. (Calendar Item No. 44) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83. (Calendar Item No. 34) (1)

Action: Over to the meeting of January 23, 1984 at request of Department of Public Health. To be calendared concurrently with dismissal.

Joseph Treschel, 1404 Clerk, 63/E-18, Department of Public Health, Business Office, 12/23/83. (Calendar Item No. 30) (7)

Action: Not to be employed again by the Department of Public Health.

Sheba Truong, 1424 Clerk Typist, 41/CPE-6, Department of Social Services, 12/16/83. (Calendar Item No. 37) (4)

Action: Not to be employed again by the Department of Social Services. Refer to EEO Unit for investigation of circumstances surrounding termination at Department of Social Services.

Jeffrey Williams, Q-2 Police Officer, 113/E-92, San Francisco Police Department, Personnel & Training, 11/30/83. (Calendar Item No. 31) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 23, 1984

PART I - 2:00 P.M.

DOCUMENTS DEPT.

FEB 1 1984

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Lee (Items Missed: 36 Only)  
Commissioner Powell  
Commissioner Salomon (Items Missed: Minutes, 24, 25, 29, 30,  
31, 34 & 36)  
Commissioner Texidor del Portillo  
Excused: Commissioner Gloyd  
Commissioner Lee presided

MINUTES: Regular Meeting of January 9, 1984

Action: Approve

ANNOUNCEMENT OF EXECUTIVE SESSION

The Commission announced that it had met in Executive Session with the City Attorney on Thursday, January 19, 1984 at 8:00 A.M. in Room 154C to discuss the current examination for H-2 Firefighter and that no action had been taken.

CLASSIFICATION MATTERS

1004-84 Survey of one vacant position in Class 2344 Chief of Surgery Nurses, Department of Public Health. (Calendar Item No. 7)

Action: Adopt staff report.

1. Re-allocate one permanent 2344 Chief of Surgery Nurses position (Sch. 57.8 \$153581862) to Classification 2368 Assistant Director of Nurses, San Francisco General Hospital (Sch. 57.8 \$153581862).
2. Amend the specification for Classification 2368 Assistant Director of Nurses, San Francisco General Hospital as indicated in staff report.
3. Abolish Classification 2344 Chief of Surgery Nurses.
4. Amend Section 860100 of the Annual Salary Ordinance accordingly.
5. Advise the Public Health Decentralized Civil Service Unit to conduct an examination for one permanent vacancy in Class 2368 Assistant Director of Nurses, San Francisco General Hospital.

1005-84 Amendment to the specification for Class 1506 Confidential Secretary to Sheriff. (Calendar Item No. 8)

Action: Adopt staff report.

1. Amend the specification for Class 1506 Confidential Secretary to Sheriff as indicated in staff report.
2. Advise the Salary Unit to review the revised specification to determine the appropriate compensation level for Fiscal Year 1984-85.

1006-84 Classification of one budgeted position in the new Class of 1441 Senior Medical Transcriber Typist. (Calendar Item No. 9)



CLASSIFICATION MATTERS (cont.)

1006-84  
(cont.)

Action: Adopt staff report.

1. Establish new classification of 1441 Senior Medical Transcriber Typist (Sch. 41.1 \$6948838).
2. Allocate one position approved in the 1983-84 budget as A535 Senior Medical Records Transcriber Typist (Sch. 41.1 J, \$6948838) to Class 1441 Senior Medical Transcriber Typist (Sch. 41.1 \$6948838).
3. Amend Section 860100 Annual Salary Ordinance administratively.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health that an examination is necessary for one permanent position in this new classification located at San Francisco General Hospital.

1008-84 Classification survey of positions in various City Departments.  
(Calendar Item No. 6)

| <u>Department</u>                 | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                      | <u>Recommended<br/>Class</u>                         |
|-----------------------------------|---------------------|---|--|
| Controller                        | 3                   | 1734 Computer Operator I<br>(\$5788697)                 | 1736 Computer Operator II<br>\$6448777)              |
|                                   | 1                   | 1739 Computer Operations Supervisor II<br>(\$113681375) | Same   |
| Airports<br>Commission            | 6                   | 7392 Window Cleaner<br>(\$7888952)                      | Same   |
| Public<br>Utilities<br>Commission | 1                   | 5354 Electrical Engineering Associate I<br>(\$95681158) | Same   |
|                                   | 1                   | 5366 Engineering Associate II<br>(\$110481336)          | Same   |
|                                   | 1                   | A703 Customer Assistance Supervisor<br>(\$114181388)    | 9125 Chief Transit Information Clerk<br>(\$89981088) |
| Public Works                      | 1                   | 1408 Principal Clerk<br>(\$7178866)                     | Same   |

Action: Adopt staff report.

1009-84 Review of requests for approval of proposed personal services  
Contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>           |
|---------------|--------------------------------|-----------------------------|
| 290-83/84     | S.F. Port Commission           | Deloitte, Haskins & Sells   |
| 291-83/84     | Juvenile Court                 | Youth Advocates, Inc.       |
| 292-83/84     | Public Utilities<br>Commission | RMI Pacific Northwest, Inc. |





CLASSIFICATION MATTERS (cont.)

1009-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>        | <u>CONTRACTOR</u>                        |
|---------------|--------------------------|--|
| 293-83/84     | Public Works/Clean Water | Professor James A. Harder, U.C. Berkeley |
| 294-83/84     | Public Works/Clean Water | Don Todd Associates                      |
| 295-83/84     | Public Works/Clean Water | Geotechnical Consultants                 |
| 296-83/84     | Public Works             | Treens Commercial Diving, Co.            |
| 297-83/84     | Controller               | Jane Starr & Associates                  |
| 298-83/84     | Controller               | Deloitte Haskins & Sells                 |
| 299-83/84     | Controller               | Gentry Inc.                              |
| 300-83/84     | Controller               | Owens Information Systems, Inc.          |
| 301-83/84     | Public Works             | Gensler & Associates.                    |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Contract Number 301-83/84 added by amendment at the Commission meeting).

COMPENSATION MATTERS

2349-84 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 4)

| <u>NAME AND CLASS</u>   | <u>DEPARTMENT</u>                    | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|--------------------------------------|-----------------------|-------------------------|
| Betty Williams<br>3616 Library<br>Technical<br>Assistant I            | Public Library                       | 5                     | 5                       |
| Carol Roos<br>5277 Planner II   | City Planning                        | 5                     | 5                       |
| Eva Libermann<br>5280 Planner III                                     | City Planning                        | 5                     | 5                       |
| John Johnson<br>7514 General<br>Laborer                               | Public Works                         | 3                     | 3                       |
| Pat Berger<br>3542 Curator II   | Asian Art Museum<br>of San Francisco | 5                     | 5                       |
| Jeffrey Johnson<br>7212 Automotive<br>Transit Equipment<br>Supervisor | Public Utilities<br>Commission       | 5                     | 5                       |
| Kathleen Green<br>1446 Sr. Clerk<br>Stenographer                      | Public Health                        | 5                     | 5                       |
| Carolyn Finley<br>4202 Assessment<br>Clerk                            | Assessor                             | 4                     | 4                       |



COMPENSATION MATTERS (cont.)

2349-84  
(cont.)

| <u>NAME AND CLASS</u>                        | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Helen B. Salinas<br>1426 Sr. Clerk<br>Typist | Controller        | 3                     | 3                       |

Action: Adopt staff report.

2354-84 Reconsideration of staff's denial of request to establish a new benchmark for Interne and Resident classes. (Calendar Item No. 19)

Action: Request the opinion of the City Attorney as to whether Interne and Resident appointees are employees of the City and County of San Francisco subject to the Salary Standardization provisions of Charter Section 8.407. The Commission indicated this matter recalendared on February 27, 1984 and ordered that it would act on that date with or without the City Attorney's opinion.

EXAMINATION MATTERS (cont.)

3562-83 Proposed psychological testing procedures - San Francisco Police Department. (Calendar Item No. 15)

October 17, 1983: Over to the second meeting in November.

November 28, 1983: Over to the meeting of December 19, 1983 at request of San Francisco Police Department.

December 12, 1983: Over to the meeting of January 23, 1984 due to change in December meeting schedule.

Action: Over to the meeting of February 27, 1984 due to Commissioner Gloyd's absence.

3568-83 Special Report - Class 8304 Deputy Sheriff - (Richard Norton). (Calendar Item No. 18)

December 5, 1983: Off calendar at Mr. Norton's request. Mr. Norton to notify the Assistant Secretary when prepared to proceed (Mr. Norton is an eligible on List E-10 which expires on February 17, 1985).

January 9, 1984: Over to the meeting of January 23, 1984 at request of Sheriff.

Action: Over to the meeting of February 6, 1984 at the request of Mr. Norton's attorney.

3596-83 Appeal of staff's decision to amend the examination announcement for Class 1650 Accountant. (Calendar Item No. 17)

November 28, 1983: Over to the meeting of December 5, 1983 at request of appellant.

December 5, 1983: Over to the meeting of December 12, 1983 at request of attorney for appellants.



3596-84  
(cont.)

December 12, 1983: Over to the meeting of January 9, 1984 due to change in December meeting schedule.

January 9, 1984: Over to the meeting of January 23, 1984 at request of staff.

Action: Over to the meeting of February 27, 1984 by mutual agreement.

3663-84 Appeal of staff decision regarding denial of veteran's preference on eligible list for H-2 Firefighter. (Calendar Item No. 20)

Action: Over to the meeting of February 27, 1984 at the request of staff.

3689-84 Special Report - Class 8214 Parking Control Officer - (Ronald E. Timberlake). (Calendar Item No. 21)

Action: Over to the meeting of March 5, 1984 at request of the appellant's attorney.

IN-SERVICE MATTERS (cont.)

4033-84 Special Report - Class 1424 Clerk Typist - (Patricia Mack Brooks). (Calendar Item No. 22)

Action: Adopt staff report. Sustain decision of the Department of Public Health.

4034-84 Request for extension of holdover rights for John J. O'Dowd in Class 1826 Associate Budget Analyst. (Calendar Item No. 11)

Action: Adopt staff report; extend permanent holdover rights for John J. O'Dowd in Class 1826 Associate Budget Analyst.

4038-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 5)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

4041-84 Civil Service Commission budget request, Fiscal Year 1984-85. (Calendar Item No. 12)

Action: Over to the meeting of February 6, 1984.

6100-83 Appeal of staff's decision to authorize forty-one non-Civil Service appointments in Class Q-60 Lieutenant, San Francisco Police Department (Oral Authorization Numbers 301470-301510). (Calendar Item No. 14)

November 28, 1983: Over to the meeting of December 5, 1983 by Commission action.





6100-84  
(cont.)

December 5, 1983: Over to the meeting of December 12, 1983 at request of San Francisco Police Department.

December 12, 1983: Over to the meeting of January 9, 1984 at request of San Francisco Police Department.

January 9, 1984: Over to the meeting of January 23, 1984 at request of San Francisco Police Department.

Action: Off calendar at the request of the Police Officer Association.

6105-83

Bilingual needs assessment at San Francisco General Hospital. (Calendar Item No. 16)

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Over to the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984 at request of staff.

Action: Over to the meeting of February 6, 1984 at request of staff.

6161-83

Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 10)

December 12, 1983 Post for adoption at the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984 to conclude meet and confer process.

Action: Over to the meeting of February 6, 1984.

Commissioners' New Business. (Calendar Item No. 13)

Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

September 19, 1983: Over to the meeting of October 17, 1983.

October 17, 1983: Over to the next meeting at the request of Mr. On's attorney.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

November 28, 1983: Over to the meeting of December 19, 1983 at Mr. On's request.

December 12, 1983: Over to the meeting of January 23, 1983 due to change in December meeting schedule.

Action: Over to the meeting of February 6, 1984 at the request of staff.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 23, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Antonio Avitia, 9163 Transit Operator, 112/E-116, Public Utilities Commission, San Francisco Municipal Railway, 12/28/83. (Calendar Item No. 30) (2)

Action: No restriction on future employment.

Curtis J. Baldwin, 1844 Senior Management Assistant, 30/E-5, Department of Public Health, Central Office, District V Mental Health Center, 11/28/83. (Calendar Item No. 33) (6)

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Terry Beasley, 1404 Clerk, LT, Public Utilities Commission, San Francisco Municipal Railway, 12/12/83. (Calendar Item No. 24) (1)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Local 390/400.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Public Utilities Commission.

Kelvin Brewster, 2708 Custodian, 22/E-1, San Francisco Community College District, 12/16/83. (Calendar Item No. 27) (4)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Local 390/400.

Action: Over to the meeting of February 27, 1984 at request of Local 390/400.

Fred D. Cziska Jr., 7514 General Laborer, LT, Department of Public Works. (Calendar Item No. 26) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





Ming Huang, 9163 Transit Operator, 104/E-116, Public Utilities Commission, San Francisco Municipal Railway, 12/22/83. (Calendar Item No. 31) (2)

Action: Over to the meeting of February 6, 1984.

Norma Myers, 1426 Senior Clerk Typist, 13/CPE-13, Civil Service Commission, Certification Unit, 12/23/83. (Calendar Item No. 32) (6)

Action: Over to the meeting of February 6, 1984.

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 28) (2)

October 3, 1983: Over to the meeting of November 7, 1983 at request of Mr. Rivas' attorney.

November 14, 1983: Over to the meeting of December 5, 1983 at the request of Mr. Rivas' attorney.

November 28, 1983: Over to the meeting of December 12, 1983 at request of Mr. Rivas' attorney.

December 12, 1983: Over to the meeting of January 9, 1984 at request of Mr. Rivas' attorney.

January 9, 1984: Over to the meeting of January 23, 1984 at request of department.

Action: Over to the meeting of February 27, 1984.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83. (Calendar Item No. 25) (7)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Department of Public Health. To be calendared concurrently with dismissal.

Action: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83. (Calendar Item No. 34) (1)

Action: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

John Szucs, 2905 Senior Eligibility Worker, 87/CPE-2, Department of Social Services, 12/27/83. (Calendar Item No. 35) (7)

Action: Over to the meeting of February 6, 1984 at request of Department of Social Services.

Diana Tolliver, 8304 Deputy Sheriff, 198/E-10, Sheriff's Department, Jail Division, Prisoner Custody, 1/3/84. (Calendar Item No. 29) (2)

Action: Return name to eligible list until satisfactorily completes P.O.S.T. training requirement.



John Woods, Jr., 1444 Clerk Stenographer, 3/CPE-3, Public Utilities Commission, San Francisco Municipal Railway, Claims Division, 1/12/84. (Calendar Item No. 36) (7)

Action: Not to be employed again by the Public Utilities Commission. Remove name from eligible list for Class 9163 Transit Operator.

#### ADJOURNMENT

The Commission adjourned this meeting in memory of:

Harry Brady, retired City employee and father of Terri Brady of the San Francisco Police Department Consent Decree Unit.

Marie Brady, mother-in-law of Don Pistolesi of the Commission staff.

Kelly Roff, daughter of Deputy Mayor Hadley Roff.



William J. Cummings, 7379 Electrical Transit Mechanic, 14/E-11, Public Utilities Commission, San Francisco Municipal Railway, 12/21/83. (Calendar Item No. 29) (7)

Action: Future employment subject to review and approval of the General Manager, Personnel after evidence is submitted of satisfactory progress in a rehabilitation program.

Shun Doi, 9163 Transit Operator, 92/E-115, Public Utilities Commission, San Francisco Municipal Railway, 12/12/83. (Calendar Item No. 41) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Pauline Eckman, 1446 Senior Clerk Stenographer, 1/CPE-1, Airports Commission, Engineering Division, 11/4/83. (Calendar Item No. 39) (5)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Harold L. Gheno, 1940 Stores & Equipment Supervisor, 1/P-2, Purchasing Department, Stores & Equipment Division, 12/14/83. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Sheila Lalwani, 2905 Senior Eligibility Worker, 60/CPE-4, Department of Social Services, 12/13/83. (Calendar Item No. 38) (5)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Jerome Lang, 2736 Porter, 21/E-52, Department of Public Health, Laguna Honda Hospital, 9/30/83. (Calendar Item No. 26) (7)

November 28, 1983: Over to the meeting of December 5, 1983 at request of department.

December 5, 1983: Over to the meeting of December 12, 1983.

December 12, 1983: Over to the meeting of January 9, 1984.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 6, 1984

PART I - 2:00 P.M.

Present: Commissioner Powell  
Commissioner Salomon  
Commissioner Texidor del Portillo  
Excused: Commissioner Gloyd  
Commissioner Lee  
Commissioner Salomon presided

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MINUTES: Regular Meeting of January 9, 1984

Action: Approve.

ANNOUNCEMENT: The Commission announced that it had met in Executive Session with the City Attorney on Friday, February 3, 1984 to discuss the Class H-2 Firefighter examination and that no action was taken.

CLASSIFICATION MATTERS

1010 84 Reclassification of one position in the Public Utilities Commission, Community Affairs Unit. (Calendar Item No. 4)

Action: Adopt staff report.

1. Reclassify one position included in the 1983-84 budget in Class 1446 Senior Clerk Stenographer (Sch. 39.9 \$6558792) to Class 1840 Junior Management Assistant (Sch. 41.7 \$7148862).
2. Amend Annual Salary Ordinance Section 40/400400/09051/001 accordingly.
3. Advise the department to submit a supplemental appropriation request.

1011-84 Request from the Municipal Railway for approval to use Class 9748 Staff Assistant VIII, Special Project. (Calendar Item No. 5)

Action: Adopt staff report; approve the use of Class 9748 Staff Assistant VIII, Special Project (\$1869 Flat Rate) pending the approval of a new position, "Deputy Manager, Administration," in the 1984-85 budget.

1018-84 Classification of one position and amendment of the specification for Class 2116 Assistant Director, Medical Records, Department of Public Health. (Calendar Item No. 6)

Action: Adopt staff report.



CLASSIFICATION MATTERS (cont.)

1018-84  
(cont.)

1. Amend and retitle the specification for Class 2116 Assistant Director, Medical Records to Associate Director, Medical Records.
2. Allocate one new position in the Laguna Honda Hospital budget to 2116 Associate Director, Medical Records (Sch. Z 49.8 \$1047B1267).
3. Amend Section 850100 of the Annual Salary Ordinance administratively.

1019-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                 | <u>CONTRACTOR</u>                                      |
|---------------|-----------------------------------|--|
| 302-83/84     | Social Services                   | Charila Foundation                                     |
| 303-83/84     | Social Services                   | Regents of the University of California, San Francisco |
| 304-83/84     | Social Services                   | San Francisco Child Abuse Council                      |
| 305-83/84     | Social Services                   | Travelers Aid Society                                  |
| 306-83/84     | Social Services                   | Coleman Children & Youth Services                      |
| 307-83/84     | Social Services                   | Family Service Agency of San Francisco                 |
| 308-83/84     | Social Services                   | Douglas R. Korpi, Ph.D.                                |
| 309-83/84     | Mayor's Office - Criminal Justice | Young Community Developers                             |
| 310-83/84     | Mayor's Office - Criminal Justice | Catholic Social Services                               |
| 311-83/84     | Chief Administrative Officer      | Morrison & Foerster                                    |
| 312-83/84     | S.F. Port Commission              | Triumph Marketing                                      |
| 313-83/84     | S.F. Port Commission              | Microdata Corporation                                  |
| 314-83/84     | Public Utilities Commission       | U.C. Berkeley Work-Study Program                       |
| 315-83/84     | Public Utilities Commission       | Kuhn & Kuhn Industrial Energy Consultants              |
| 316-83/84     | Public Utilities Commission       | Newcomb/Anderson Associates                            |
| 317-83/84     | Public Works/Clean Water          | Hesselberg, Kessie & Associates                        |
| 318-83/84     | Public Works/Clean Water          | Towill, Inc.   |
| 319-83/84     | Public Works                      | CALTRANS District 4                                    |
| 320-83/84     | Public Works                      | CALTRANS District 4                                    |





CLASSIFICATION MATTERS (cont.)

1019-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>       | <u>CONTRACTOR</u>  |
|---------------|-------------------------|--|
| 321-83/84     | Public Works            | James E. Roberts-Ohbayashi Corporation                     |
| 322-83/84     | Public Works            | DKS Associates   |
| 323-83/84     | Public Works            | Korn-Ferry   |
| 324-83/84     | Controller              | David Hicks Associates                                     |
| 325-83/84     | Controller              | Berkeley Software Inc.                                     |
| 326-83/84     | S.F. Sheriff Department | Terry Ellen Burns  |
| 327-83/84     | Public Health           | Robert Hicks, Ph.D.  |
| 328-83/84     | Controller              | Acrodata Corporation                                       |
| 329-83/84     | S.F. Sheriff Department | SHR International, Inc.                                    |
| 330-83/84     | Airports Commission     | Dames and Moore  |
| 331-83/84     | Public Health           | Aging Health Policy Center, University of California, S.F. |

- Action:
1. Contract Number 322-83/84 severed and over to the meeting of February 27, 1984.
  2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1023-84 Classification survey of positions in various City Departments.  
(Calendar Item No. 7)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u>                    | <u>Recommended Class</u>          |
|-------------------|-----------------|---|-----------------------------------|
| District Attorney | 1               | 1402 Junior Clerk (\$4558549)                     | 1404 Clerk (\$5248631)            |
|                   | 1               | 1424 Clerk Typist (\$5448655)                     | 1426 Sr. Clerk Typist (\$5968721) |
|                   | 1               | 1446 Sr. Clerk Stenographer (\$6558792)           | 1408 Principal Clerk (\$7178866)  |
| Controller        | 2               | 1652 Sr. Accountant (\$85881037)                  | Same                              |
| Adult Probation   | 1               | 8448 Court Alternative Specialist II (\$96181163) | Same                              |
|                   | 3               | 8446 Court Alternative Specialist I (\$7968961)   | Same                              |
|                   | 1               | 1424 Clerk Typist (\$5448655)                     | Same                              |



CLASSIFICATION MATTERS (cont.)

1023-84  
(cont.)

| <u>Department</u> | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>               | <u>Recommended<br/>Class</u>                      |
|-------------------|---------------------|--|---|
| Community College | 1                   | 2708 Custodian<br>(\$583B704)                    | 2716 Custodial<br>Asst. Supervisor<br>(\$641B773) |
| Mayor's Office    | 1                   | 1849 Mayor's Program<br>Manager<br>(\$1530B1530) | Same  |
| Public Works      | 1                   | 1736 Computer Operator<br>II<br>(\$664B777)      | Same  |

Action: Adopt staff report.

1025-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 8)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>          |
|---------------|-------------------|----------------------------|
| 332-83/84     | Public Works      | Woodward-Clyde Consultants |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2007-84 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. 9)

Action: Adopt staff report; approve request for the payment of overtime compensation to employees designated by "Z" symbol as indicated in staff report.

2025-84 Request for reconsideration of staff's denial to add data to 1650 Accountant Benchmark. (Calendar Item No. 16)

Action: Over to the meeting of February 27, 1984 at request of Local 21.

2029-84 Subjects arising out of Salary Standardization for 1984-85, requests referred to the Civil Service Commission the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by Departments and Employee Organizations in communications, meetings and discussions. (Calendar Item No. 21)

Rec: Adopt staff report as amended to increase the internal adjustment for Class 2986 Director, Human Rights Commission from 5% to 10%; notify and forward to Board of Supervisors.

2031-84 Reconsideration of staff's denial of request on behalf of 2471 Water Quality Chemist. (Calendar Item No. 17)

Action: Off calendar at request of Local 21.



## EXAMINATION MATTERS

3568-83 Special Report - Class 8304 Deputy Sheriff - (Richard Norton).  
(Calendar Item No. 10)

December 5, 1983: Off calendar at Mr. Norton's request. Mr. Norton to notify the Assistant Secretary when prepared to proceed (Mr. Norton is an eligible on List E-10 which expires on February 17, 1985).

January 9, 1984: Over to the meeting of January 23, 1984 at request of Sheriff.

January 23, 1984: Over to the meeting of February 6, 1984 at the request of Mr. Norton's attorney.

Action: Off calendar at the request of the Sheriff.

## IN-SERVICE MATTERS

4008-84 Addendum report to 4008-84 regarding Eligible List CPE-1, Class 7102 Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project. (Calendar Item No. 13)

Action: Over to the meeting of February 27, 1984 at the request of Local 21.

4041-84 Civil Service Commission budget request, Fiscal Year 1984-85.  
(Calendar Item No. 24)

Action: Approve; forward to the Office of the Mayor.

4053-84 Charter amendment (First Draft) amending Section 8.340 relating to extending the probationary period of Police Officers. (Calendar Item No.22)

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.

4057-84 Investigation of the circumstances surrounding termination of Sheba Troung, Class 1424 Clerk Typist from Department of Social Services.  
(Calendar Item No. 23)

January 9, 1984: Return name to list. Not to be employed again by the Department of Social Services. Refer to EEO Unit for investigation of circumstances surrounding termination at Department of Social Services.

Action: Adopt staff report, the Department of Social Services was justified in the termination of Ms. Troung based on her performance as a 1424 Clerk Typist.

4072-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 11)





IN-SERVICE MATTERS (cont.)

4072-84  
(cont.)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

4080-84 Proposed amendment to Civil Service Commission Rule 4 - Meetings of the Commission, Section 4.01 - Regular Meetings. (Calendar Item No. 14)

Action: Post for adoption at the meeting of February 27, 1984.

4081-84 Resolution of Commendation for Thomas J. Farina, Class 7281 Street Cleaning Supervisor II, Department of Public Works, upon his retirement. (Calendar Item No. 19)

Action: Adopt.

4090-84 Administrative Code amendment (5th Draft) amending Chapter 6 of the Administrative Code by adding Section 6.1-3 thereto relating to prevailing rates of wage required in contracts for personal services. (File No. 4090-84)

Action: Adopt staff report; notify the Board of Supervisors that the Commission endorses the proposed ordinance on the condition that the Board be advised of the many problems this agency would have in implementing the ordinance in its present form including lack of personnel. The General Manager, Personnel directed to convey the Commission's concern to the Board of Supervisors Rules and Legislation Committee.

5015-84 Administrative Findings of Fact in the termination of the entrance probationary appointment of Curtis Jean, Class 9163 Transit Operator, Public Utilities Commission. (Calendar Item No. 18)

Action: Adopt.

6105-83 Bilingual needs assessment at San Francisco General Hospital. (Calendar Item No. 12)

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Over to the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984 at request of staff.

January 23, 1984: Over to the meeting of February 6, 1984 at request of staff.

Action: Over to the meeting of February 27, 1984 at request of staff.

6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 15)

December 12, 1983 Post for adoption at the meeting of January 9, 1984.



IN-SERVICE MATTERS (cont.)

6161-83  
(cont.)

January 9, 1984: Over to the meeting of January 23, 1984 to conclude meet and confer process.

January 23, 1984: Over to the meeting of February 6, 1984.

Action: Over to the meeting of February 27, 1984 to conclude meet and confer process.

Commissioners' New Business. (Calendar Item No. 20)

Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

September 19, 1983: Over to the meeting of October 17, 1983.

October 17, 1983: Over to the next meeting at the request of Mr. On's attorney.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

November 28, 1983: Over to the meeting of December 19, 1983 at Mr. On's request.

December 12, 1983: Over to the meeting of January 23, 1983 due to change in December meeting schedule.

January 23, 1984: Over to the meeting of February 6, 1984 at the request of staff.

Action: Over to the meeting of March 12, 1984 by Commission action for further staff research.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 6, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Abraham Bettin, 2320 Registered Nurse, 7/E-631, Department of Public Health, San Francisco General Hospital Medical Center, 1/20/84.  
(Calendar Item No. 29) (4)

Action: Off calendar at request of Department of Public Health.

Reconsideration of Civil Service Commission action of November 29, 1983: (Commissioners: Powell, Salomon & Texidor del Portillo)  
Ying Kang Chen, 9163 Transit Operator, 3/E-116, Public Utilities Commission, San Francisco Municipal Railway, 9/22/83. (Calendar Item No. 31) (2)

Action: Return name to eligible list.

Reconsideration of Civil Service Commission action of January 9, 1984 (Commissioners: Powell, Salomon & Texidor del Portillo):  
Pauline Eckman, 1446 Senior Clerk Stenographer, 1/CPE-1, Airports Commission, Engineering Division, 11/4/83. (Calendar Item No. 26) (5)

January 9, 1984:

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Action: Over to the meeting of February 27, 1984 by mutual agreement.

Ming Huang, 9163 Transit Operator, 104/E-116, Public Utilities Commission, San Francisco Municipal Railway, 12/22/83. (Calendar Item No. 30) (2)

January 23, 1984:

Over to the meeting of February 6, 1984.

Action: No future employment with the Public Utilities Commission in Class 9163 Transit Operator.





Reconsideration of Civil Service Commission action of January 9, 1984 (Commissioners: Powell, Salomon & Texidor del Portillo): Sheila Lalwani, 2905 Senior Eligibility Worker, 60/CPE-4, Department of Social Services, 12/13/83. (Calendar Item No. 27) (5)

January 9, 1984:

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Action:     1. Rescind action of January 9, 1984.  
              2. Reinstate to a position in the class from which promoted.

Willie C. McClendon, 9163 Transit Operator, 29/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 35) (7)

Action:     Over to the meeting of February 27, 1984 due to lack of quorum.

Norma Myers, 1426 Senior Clerk Typist, 13/CPE-13, Civil Service Commission, Certification Unit, 12/23/83. (Calendar Item No. 32) (6)

January 23, 1984:                     Over to the meeting of February 6, 1984.

Action:     Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

Marceline Scott, 1426 Senior Clerk Typist, 74/P-87, San Francisco Police Department, Support Services Bureau, 1/12/84. (Calendar Item No. 33) (6)

Action:     Over to the meeting of February 27, 1984.

John Szucs, 2905 Senior Eligibility Worker, 87/CPE-2, Department of Social Services, 12/27/83. (Calendar Item No. 34) (7)

January 23, 1984:                     Over to the meeting of February 6, 1984 at request of Department of Social Services.

Action:     Over to the meeting of February 27, 1984 at request of Local 535.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 28) (1)

Action:     Over to the meeting of February 27, 1984 at Mr. Tull's request.



Glenna Wile, 1212 Timeroll Audit Clerk, 19/P-3, Civil Service Commission, Timeroll Audit Unit, 1/18/84. (Calendar Item No. 36)  
(7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 27, 1984

PART I - 2:00 P.M.

Present: Commissioner Gloyd (Items Missed: 22, 24, 28, 29 and 31)  
Present: Commissioner Lee  
Present: Commissioner Powell  
Present: Commissioner Salomon (Items Missed: 11, 12, 14, 16, 17, 20, 21,  
22, 24, 25, 26, 27, 28, 29, 31, 41, 47, 48,  
52, 56, 59 and 60)  
Present: Commissioner Texidor del Portillo  
Commissioner Lee presided

DOCUMENTS DEPT.

MINUTES: Regular Meeting of February 6, 1984

MAR 9 1984

Action: Approve as submitted with corrections.

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PUBLIC LIBRARY

ANNOUNCEMENT: The President appointed Commissioner Carlota Texidor del Portillo as a Committee of One to inquire into the personnel practices at the San Francisco Municipal Railway and to report back to the Commission her findings.

CLASSIFICATION MATTERS

1019-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 15)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 322-83/84     | Public Works      | DKS Associates    |

|                   |   |
|-------------------|---|
| February 6, 1984: | Over to the meeting of February 27, 1984. |
|-------------------|---|

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1020-84 Classification of positions for the Housing Authority Police. (Calendar Item No. 4)

Action: Over to the meeting of March 12, 1984 at request of the Housing Authority.

1022-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series for a Program Chief for Community Public Health Services. (Calendar Item No. 5)

Action: Adopt staff report; approve use of Class 9752 Staff Assistant X, Special Project (\$2263 BW) to employ a Program Chief for Community Public Health Services.





CLASSIFICATION MATTERS (cont.)

1030-84 Request to amend the specification for 7203 Building and Grounds Maintenance Supervisor and to classify one budgeted position at San Francisco General Hospital. (Calendar Item No. 6)

Action: Over to the meeting of March 12, 1984 at request of Local 39.

1033-84 Classification survey of positions in various City departments. (Calendar Item No. 7)

| <u>Department</u>                | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                    | <u>Recommended<br/>Class</u> |
|----------------------------------|---------------------|---|------------------------------|
| Municipal<br>Court               | 1                   | 1654 Principal<br>Accountant<br>\$1037-1255 BW        | Same                         |
|                                  | 2                   | 1650 Accountant<br>\$710-858 BW                       | Same                         |
|                                  | 1                   | 1632 Senior Account<br>Clerk<br>\$647-781 BW          | Same                         |
|                                  | 2                   | 1630 Account Clerk<br>\$562-677 BW                    | Same                         |
| Public Health-<br>Central Office | 6                   | 2320 Registered Nurse<br>\$1068-1212 BW               | Same                         |
|                                  | 3                   | 2920 Medical Social<br>Worker<br>\$966-1169 BW        | Same                         |
| Public Health,<br>CMHS           | 1                   | 2588 Health Worker IV<br>\$777-938 BW                 | Same                         |
| Social Services                  | 3                   | 2907 Eligibility Worker<br>Supervisor<br>\$777-938 BW | Same                         |
|                                  | 21                  | 2905 Sr. Eligibility<br>Worker<br>\$681-822 BW        | Same                         |
|                                  | 3                   | 1426 Sr. Clerk Typist<br>\$596-721 BW                 | Same                         |

Action: Adopt staff report.

1034-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u>   | <u>CONTRACTOR</u>                      |
|---------------|---------------------|--|
| 333-83/84     | Airports Commission | Expert Building Maintenance<br>Service |
| 334-83/84     | Airports Commission | The Parry Company                      |
| 335-83/84     | Coroner             | Donna J. Allison, Ph.D.                |



1034-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>                         |
|---------------|--------------------------------|---|
| 336-83/84     | Public Health                  | Crestwood Manor - Vallejo                 |
| 337-83/84     | Public Health                  | Graciela Carrillo                         |
| 338-83/84     | Public Health                  | T.J. Robinson                             |
| 339-83/84     | Public Health                  | Mannings Inc., Service Systems            |
| 340-83/84     | Arts Commission                | Barbara Voorhees                          |
| 341-83/84     | Arts Commission                | Hael Kobayashi                            |
| 342-83/84     | Arts Commission                | Frank Pietronegro                         |
| 343-83/84     | Arts Commission                | Nancy Wells London                        |
| 344-83/84     | Controller                     | Advanced Ventures, Inc.                   |
| 345-83/84     | Social Services                | Conard House, Inc.                        |
| 346-83/84     | Public Utilities<br>Commission | DBMS, Inc.                                |
| 347-83/84     | Public Utilities<br>Commission | Michael Rhea & Associates                 |
| 348-83/84     | Public Works                   | Anthony Ratonetti                         |
| 349-83/84     | Public Works                   | Brenda Herbert & Associates               |
| 350-83/84     | DPW-Clean Water                | Dr. Donald L. Feuerstein                  |
| 351-83/84     | DPW-Clean Water                | Geotechnical Consultants, Inc.            |
| 352-83/84     | Public Works                   | Pittsburg Testing Lab.                    |
| 353-83/84     | Public Utilities<br>Commission | ATE Management Service<br>Company, Inc.   |
| 354-83/84     | Public Works                   | Robinson, Mills & Williams,<br>Architects |
| 355-83/84     | Public Works                   | Joseph Chow & Associates                  |
| 356-83/84     | Public Works                   | Michael Painter & Associates              |
| 357-83/84     | Public Works                   | Ostgren Associates<br>Incorporated        |
| 358-83/84     | S.F. Community<br>College      | ABC Word Processing                       |
| 359-83/84     | Human Rights<br>Commission     | Homitz, Allen & Associates                |
| 360-83/84     | Human Rights<br>Commission     | Michael Levine                            |
| 361-83/84     | Public Utilities<br>Commission | Tudor Engineering Company                 |



CLASSIFICATION MATTERS (cont.)

1034-84  
(cont.)

- Action:
1. Contract Number 338-83/84 over to the meeting of March 12, 1984 at request of Department of Public Health.
  2. Contract Number 361-83/84 over to the meeting of March 12, 1984 at request of Local 21.
  3. Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2025-84 Reconsideration of staff's denial to add data to 1650 Accountant benchmark. (Calendar Item No. 17)

February 6, 1984: Over to the meeting of February 27, 1984 at request of Local 21.

Action: Adopt staff report; deny request.

2031-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 2471 Water Quality Chemist. (Calendar Item No. 18)

February 6, 1984: Over to the meeting of February 27, 1984 at request of Local 21.

Action: Off calendar at request of Local 21.

2056-84 Reconsideration of staff's denial to delete certain data from the 8304 Deputy Sheriff benchmark. (Calendar Item No. 19)

Action: Deny staff report; grant request. Delete Correctional Officer data from the benchmark of 8304 Deputy Sheriff.

2058-84 Reconsideration of staff's denial for a further internal salary adjustment for the 6270 Housing Inspector series of classes. (Calendar Item No. 20)

Action: Deny staff report; grant 5% internal adjustment.

2059-84 Requests for various adjustments and amendments pertaining to Salary Standardization for Fiscal Year 1984-85. (Calendar Item No. 29)

- Action:
1. Item Number 5 over to the meeting of March 12, 1984 at request of Local 390/400.
  2. Adopt staff report; approve recommendations as indicated; forward to Board of Supervisors.





COMPENSATION MATTERS (cont.)

- 2072-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 5304 Materials Testing Aide. (Calendar Item No. 21)
- Action: 1. Deny staff report; grant 7 1/2% internal adjustment.
2. Staff directed to conduct classification study of Classes 5304 Materials Testing Aide and 5305 Materials Testing Technician.
- 2073-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 5310 Surveyor's Field Assistant and related series. (Calendar Item No. 22)
- Action: Adopt staff report; deny request.
- 2074-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 6230 Street Inspector and related series. (Calendar Item No. 23)
- Action: Deny staff report; grant request for parity with Construction Inspector. (Subsequent to this action the Civil Service Commission rescinded this action and ordered the matter continued to the meeting of March 12, 1984)
- 2075-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 2486 Public Health Chemist I. (Calendar Item No. 24)
- Action: Adopt staff report; deny request.
- 2076-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 2822 Health Educator. (Calendar Item No. 25)
- Action: Over to the meeting of March 12, 1984 at request of appellants. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2 P.M.)
- 2077-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 2824 Chief, Bureau of Health Education. (Calendar Item No. 26)
- Action: Over to the meeting of March 12, 1984 at request of appellants. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2 P.M.)
- 2078-84 Reconsideration of staff's denial of request for internal adjustment on behalf of the Personal Property Auditor series of classes in the Office of the Tax Collector. (Calendar Item No. 27)
- Action: Deny staff report; grant request for internal adjustment of 5% for parity with employees in this series in the Office of the Assessor.



COMPENSATION MATTERS (cont.)

2079-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 8440 Probation Officer. (Calendar Item No. 28)

Action: Adopt staff report; deny request.

2354-84 Reconsideration of staff's denial of request to establish a new benchmark for Interne and Resident classes. (Calendar Item No. 14)

January 23, 1984:

Request the opinion of the City Attorney as to whether Interne and Resident appointees are employees of the City and County of San Francisco subject to the Salary Standardization provisions of Charter Section 8.407. The Commission ordered this matter recalendared on February 27, 1984 and indicated that it would act on that date with or without the City Attorney's opinion.

Action: Deem Interne and Resident appointees as employees for the purpose of salary standardization for Fiscal Year 1984-85; such determination to continue only until a new agreement between the Department of Public Health and the University of California is reached and in no case may it continue beyond June 30, 1985.

EXAMINATION MATTERS

3036-84 Special Report - Class Q-2 Police Officer - (Lawrence J. Henderson) (Calendar Item No. 16)

Action: Grant appeal; find qualified as to background in this examination for Class Q2 Police Officer.

3562-84 Proposed psychological testing procedures - San Francisco Police Department. (Calendar Item No. 9)

October 17, 1983:

Over to the second meeting in November.

November 28, 1983:

Over to the meeting of December 19, 1983 at request of San Francisco Police Department.

December 12, 1983:

Over to the meeting of January 23, 1984 due to change in December meeting schedule.



EXAMINATION MATTERS (cont.)

3562-84  
(cont.)

January 23, 1984: Over to the meeting of  
February 27, 1984 due to  
Commissioner Gloyd's absence.

Action: Over to the meeting of March 26, 1984 at request of San  
Francisco Police Department.

3596-83 Appeal of staff's decision to amend the examination announcement for  
Class 1650 Accountant. (Calendar Item No. 10)

November 28, 1983: Over to the meeting of  
December 5, 1983 at request  
of appellant.

December 5, 1983: Over to the meeting of  
December 12, 1983 at request  
of attorney for appellants.

December 12, 1983: Over to the meeting of  
January 9, 1984 due to change  
in December meeting schedule.

January 9, 1984: Over to the meeting of  
January 23, 1984 at request  
of staff.

January 23, 1984: Over to the meeting of  
February 27, 1984 by mutual  
agreement.

Action: Deny staff report; grant appeal. Adopt eligible list.

3663-84 Appeal of staff decision regarding denial of veteran's preference on  
eligible list for H-2 Firefighter. (Calendar Item No. 13)

January 23, 1984: Over to the meeting of  
February 27, 1984 at the  
request of staff.

Action: Off calendar pending receipt of City Attorney opinion.

IN-SERVICE MATTERS

4008-84 Special Report regarding Eligible List CPE-1, Class 7102 Maintenance  
and Repair Assistant Superintendent, Hetch Hetchy Project.  
(Calendar Item No. 12)

January 9, 1984: Over to the meeting of  
February 6, 1984 at request  
of one of the eligible.

February 6, 1984: Over to the meeting of  
February 27, 1984 at the  
request of Local 21.

Action: Over to the meeting of March 12, 1984 for further staff  
research.



IN-SERVICE MATTERS (cont.)

- 4080-84 Proposed amendment to Civil Service Commission Rule 4 - Meetings of the Commission, Section 4.01 - Regular Meetings. (Calendar Item No. 31)

February 6, 1984:

Post for adoption at the meeting of February 27, 1984.

Action: Adopt.

- 4117-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 8)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

- 4135-84 Charter amendment (First Draft) amending Sections 3.670 and 3.672, removing appointment of the Secretary-General Manager and the Chief Investment Officer from Civil Service testing procedures, File No. 279-83-1. (Calendar Item No. 32)

Action: Adopt staff report; forward to Board of Supervisors accordingly.

- 4136-84 Charter amendment (First Draft) adding Section 8.334 thereto, relating to entitlement of former Civil Service employees of the San Francisco Redevelopment Agency and the San Francisco Housing Authority to priority in appointments to comparable, vacant Civil Service positions in the City and County, File No. 462-83. (Calendar Item No. 33)

Action: Off calendar (Tabled by Committee of Board of Supervisors).

- 4137-84 Charter amendment (First Draft) amending Section 8.451 thereof, relating to compensation paid members of the San Francisco Police Department during evening hours, File No. 283-83-1. (Calendar Item No. 34)

Action: Deny staff report; notify the Board of Supervisors that the Civil Service Commission strongly endorses this proposed Charter amendment.

- 4138-84 Charter amendment (First Draft) amending Section 8.405 thereof, relating to salaries of uniformed members in the San Francisco Fire Department, File No. 284-83-2. (Calendar Item No. 35)

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.





IN-SERVICE MATTERS (cont.)

4139-84 Charter amendment (First Draft) amending Section 8.452 thereof, relating to compensation paid members of the San Francisco Fire Department during evening hours, File No. 284-83-3. (Calendar Item No. 36)

Action: Off calendar (Tabled by Committee of the Board of Supervisors).

4140-84 Charter amendment (Second Draft) adding Section 8.401-2 thereto, relating to the negotiation of Employer-Employee Relations matters, File No. 449-83. (Calendar Item No. 37)

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse this Charter amendment in its present form.

6105-83 Bilingual needs assessment at San Francisco General Hospital. (Calendar Item No. 11)

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Over to the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984 at request of staff.

January 23, 1984: Over to the meeting of February 6, 1984 at request of staff.

February 6, 1984: Over to the meeting of February 27, 1984 at request of staff.

Action:

1. Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:
  - A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
  - B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
  - C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.



IN-SERVICE MATTERS (cont.)

6105-83  
(cont.)

2. Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry.

6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 30)

|                   |   |
|-------------------|---|
| December 12, 1983 | Post for adoption at the meeting of January 9, 1984.                          |
| January 9, 1984:  | Over to the meeting of January 23, 1984.                                      |
| January 23, 1984: | Over to the meeting of February 6, 1984.                                      |
| February 6, 1984: | Over to the meeting of February 27, 1984 to conclude meet and confer process. |
| Action:           | Over to the meeting of March 12, 1984.  |



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 27, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Rufus D. Alexander, 7381 Automotive Mechanic, 65/E-8, Public Utilities Commission, San Francisco Municipal Railway, 1/30/84. (Calendar Item No. 58) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission

August Baggao, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 43) (1)

Action: Over to the meeting of March 26, 1984 at request of Transport Workers Union.

Kelvin Brewster, 2708 Custodian, 22/E-1, San Francisco Community College District, 12/16/83 (Calendar Item No. 49) (4)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Local 390/400.

January 23, 1984: Over to the meeting of February 27, 1984 at request of Local 390/400.

Action: Off calendar at request of the Department.

James Cunningham, 7342 Locksmith, LT, Public Utilities Commission, San Francisco Municipal Railway, 2/2/84. (Calendar Item No. 44) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Thinh M. Dao, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 45) (1)

Action: Off calendar at request of the Department.





Nancy E. Downer, Q-2 Police Officer, 5/E-94, San Francisco Police Department, Northern Station, 1/30/84. (Calendar Item No. 50) (4)

Action: Future employment in Class Q2 Police Officer subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience in or out of the City and County Service.

Pauline Eckman, 1446 Senior Clerk Stenographer, 1/CPE-1, Airports Commission, Engineering Division, 11/4/83 Reconsideration of Civil Service Commission action of January 9, 1984 (Commissioners: Powell, Salomon and Texidor del Portillo):  
(Calendar Item No. 39) (5)

January 9, 1984: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

February 6, 1984: Over to the meeting of February 27, 1984 by mutual agreement.

Action: 1. Rescind action of January 9, 1984.  
2. Approve. Reinstate to a position in the class from which promoted.

Michael D. Eskridge, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 2/7/84.  
(Calendar Item No. 46) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Alberto Guadamuz, 1404 Clerk, 20/CPE-1, Public Utilities Commission, Personnel Division, 1/31/84. (Calendar Item No. 54) (6)

Action: Over to the meeting of March 12, 1984 at Mr. Guadamuz's request.

Kathleen Keleher, 8304 Deputy Sheriff, 41/E-10, Sheriff's Department, Prisoner Custody, 2/9/84. (Calendar Item No. 59) (7)

Action: Over to the meeting of March 26, 1984.  
(SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.)

Renaldo E. Lopez, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84.  
(Calendar Item No. 47) (1)

Action: Over to the meeting of March 12, 1984.  
(SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.)



Benjamin Maramag, 1424 Clerk Typist, LT, Department of Public Health, Laguna Honda Hospital, 1/31/84. (Calendar Item No. 42) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Franklin D. Martin, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 48) (1)

Action: Over to the meeting of March 12, 1984.  
(SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.)

Willie C. McClendon, 9163 Transit Operator, 29/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 57) (7)

February 6, 1984: Over to the meeting of  
February 27, 1984 due to lack  
of quorum.

Action: Over to the meeting of March 12, 1984.  
(SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.)

Stephen Plume, 8304 Deputy Sheriff, 88/E-10, Sheriff's Department, Prisoner Custody, 2/14/84. (Calendar Item No. 60) (7)

Action: Over to the meeting of March 26, 1984.  
(SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.)

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 51) (2)

October 3, 1983: Over to the meeting of  
November 7, 1983 at request  
of Mr. Rivas' attorney.

November 14, 1984: Over to the meeting of  
December 5, 1983 at the  
request of Mr. Rivas'  
attorney.

November 28, 1983: Over to the meeting of  
December 12, 1983 at request  
of Mr. Rivas' attorney.

December 12, 1983: Over to the meeting of  
January 9, 1984 at request of  
Mr. Rivas' attorney.

January 9, 1984: Over to the meeting of  
January 23, 1984 at request  
of department.

January 23, 1984: Over to the meeting of  
February 27, 1984 at Mr.  
Rivas' request.



Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Electricity.

Marceline Scott, 1426 Senior Clerk Typist, 74/P-87, San Francisco Police Department, 1/12/84 (Calendar Item No. 52) (6)

February 6, 1984: Over to the meeting of February 27, 1984.

Action: Over to the meeting of March 26, 1984 at the request of Ms. Scott's attorney.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83 (Calendar Item No. 41) (1)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Department of Public Health. To be calendared concurrently with dismissal.

January 23, 1984: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

Action: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.)

Samuel Smith, 2738 Porter Assistant Supervisor, V5/P-4, Department of Public Health, San Francisco General Hospital Medical Center, 1/4/84. (Calendar Item No. 56) (7)

January 23, 1984: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

Action: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.)

John Szucs, 2905 Senior Eligibility Worker, 87/CPE-2, Department of Social Services, 12/27/83. (Calendar Item No. 55) (7)

January 23, 1984: Over to the meeting of February 6, 1984 at request of Department of Social Services.

February 6, 1984: Over to the meeting of February 27, 1984 at request of Local 535.

Action: Over to the meeting of March 12, 1984 at request of Local 535.



Daniel Thomas, 8440 Probation Officer, 2/E-3, Adult Probation Department, 2/23/84. (Calendar Item No. 53) (6)

Action: Off calendar at request of the Department.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 40) (1)

February 6, 1984: Over to the meeting of  
February 27, 1984 at Mr.  
Tull's request.

Action: Over to the meeting of April 9, 1984 at the request of  
Mr Tull's attorney.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 12, 1984

PART I - 2:00 P.M.

Present: Commissioner Lee  
Commissioner Gloyd  
Commissioner Salomon  
Excused: Commissioner Texidor del Portillo  
Commissioner Powell  
Commissioner Lee presided

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MINUTES: Regular Meeting of FEBRUARY 6, 1984

Action: Approve

CLASSIFICATION MATTERS

1020-84 Classification of positions for the Housing Authority Police.  
(Calendar Item No. 3)

Action: Adopt staff report.

1. Establish three new classifications and allocate positions as follows:  
  
1-8224 Housing Authority Police Lieutenant  
4-8223 Housing Authority Police Sergeant  
21-8222 Housing Authority Police Officer
2. Notify the Salary Unit to include these classes in the Salary Standardization Ordinance for 1984-85.
3. Notify Police Department to include these positions in its budget for the Fiscal Year 1984-85.

1030-84 Request to amend the specification for 7203 Building and Grounds Maintenance Supervisor and to classify one budgeted position at San Francisco General Hospital. (Calendar Item No. 4)

Action: Off calendar at the request of staff.

1034-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 22)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>         |
|---------------|--------------------------------|---------------------------|
| 338-83/84     | Public Health                  | T.J. Robinson             |
| 361-83/84     | Public Utilities<br>Commission | Tudor Engineering Company |

February 27, 1984:

1. Contract Number 338-83/84 over to the meeting of March 12, 1984 at request of Department of Public Health.
2. Contract Number 361-83/84 over to the meeting of March 12, 1984 at request of Local 21.

Action: Over to the meeting of March 26, 1984 due to lack of quorum.



CLASSIFICATION MATTERS (cont.)

1037-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u>            | <u>CONTRACTOR</u>                        |
|---------------|------------------------------|--|
| 362-83/84     | Art Commission               | Johanna Poethig                          |
| 363-83/84     | Art Commission               | Arch Williams                            |
| 364-83/84     | Art Commission               | Dewey Crumpler                           |
| 365-83/84     | Public Health                | Bilingual Cine-Television                |
| 366-83/84     | Public Health                | Gayle Berkowitz                          |
| 367-83/84     | Public Health                | Biomedical Systems                       |
| 368-83/84     | Public Health                | North of Market Health Council, Inc.     |
| 369-83/84     | Public Health                | Dr. Howard Barkan                        |
| 370-83/84     | Public Health                | Aquarius Public Management               |
| 371-83/84     | Controller                   | Precision Writing (Donna Long)           |
| 372-83/84     | Controller                   | Tim Meager & Associates, Inc.            |
| 373-83/84     | Chief Administrative Officer | Woodward-Clyde                           |
| 374-83/84     | Chief Administrative Officer | S.F. Community Recyclers                 |
| 375-83/84     | Public Works                 | Yuen-Fenner, Inc.                        |
| 376-83/84     | Public Works                 | Victor L. Taugher (Taugher & Associates) |
| 377-83/84     | Public Health                | Bay Area Geriatric Pharmacy, Inc.        |
| 378-83/84     | Controller                   | Berkely Software, Inc.                   |
| 379-83/84     | Public Utilities Commission  | North American Transit Sales and Leasing |

Action: Adopt staff report as amended by addendum report adding contract number 379-83/84; notify the offices of the Controller and the Purchaser.

1038-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series for a Deputy Administrator, San Francisco General Hospital Medical Center. (Calendar Item No. 6)

Action: Adopt staff report; approve use of Class 9754 Staff Assistant XI, Special Project (\$2489 BW) to employ a Deputy Administrator, San Francisco General Hospital Medical Center.

1039-84 Request to retitle and amend the specification for Class 1217 Senior Certification Clerk. (Calendar Item No. 7)



CLASSIFICATION MATTERS (cont)

1039-84  
(cont.)

Action: Adopt staff report.

1. Retitle Class 1217 Senior Certification Clerk to 1217 Certification Supervisor and amend the specification as indicated in staff report. Status of permanent incumbent as well as eligibles continues without change.
2. Amend the Annual Salary Ordinance, the Salary Standardization Ordinance and budget to reflect this title change.

1040-84 Request from Retirement System for approval to use Class 9754 Staff Assistant XI, Special Project for a six-month period. (Calendar Item No. 8)

Action: Adopt staff report.

1. Approve use of one 9754 Staff Assistant XI, Special Project (\$2489 BW) for a six month period effective immediately.
2. Approve the temporary appointment of Mr. De Witt F. Bowman to a position in Class 9754 Staff Assistant XI, Special Project.

1041-84 Classification survey of positions in various City departments. (Calendar Item No. 9)

| <u>Department</u>    | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>         | <u>Recommended<br/>Class</u> |
|----------------------|---------------------|--|------------------------------|
| Retirement<br>System | 1                   | 1813 Retirement<br>Analyst<br>(\$979B1185) | Same                         |
| Fire Dept.           | 1                   | 1872 Programmer Analyst<br>(\$882B1067)    | Same                         |

Action: Adopt staff report.

2057-84 Reconsideration of staff's denial of request to include paid retirement costs in the Salary Standardization procedure. (Calendar Item No. 19)

Action: Adopt staff report; deny request.

2059-84 Requests for various adjustments and amendments pertaining to Salary Standardization for Fiscal Year 1984-85. (Calendar Item No. 17)

- February 27, 1984:
1. Item Number 5 over to the meeting of March 12, 1984 at request of Local 390/400.
  2. Adopt staff report; approve recommendations as indicated; forward to Board of Supervisors.





COMPENSATION MATTERS (cont.)

2059-84  
(cont.)

Action: Adopt staff report on Item 5; approve recommendations as indicated; forward to Board of Supervisors.

2074-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 6230 Street Inspector and related series. (Calendar Item No. 18)

February 27, 1984: Deny staff report; grant request for parity with Construction Inspector. (Subsequent to this action the Civil Service Commission rescinded this action and ordered the matter continued to the meeting of March 12, 1984).

Action: Deny staff report; grant 10% internal adjustment.

2076-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 2822 Health Educator. (Calendar Item No. 14)

February 27, 1984: Over to the meeting of March 12, 1984 at request of appellants. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.)

Action: Adopt staff report; deny request.

2077-84 Reconsideration of staff's denial of request for internal adjustment on behalf of 2824 Chief, Bureau of Health Education. (Calendar Item No. 15)

February 27, 1984: Over to the meeting of March 12, 1984 at request of appellants. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.)

Action: Adopt staff report; deny request.

2100-84 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. 10)

Action: Adopt staff report; approve request for the payment of overtime compensation for employees designated by "Z" symbol as indicated in staff report.

2104-84 Reconsideration of staff's denial of request on behalf of 9202 Airport Communications Operator. (Calendar Item No. 20)

Action: Off calendar; appeal withdrawn.

2109-84 Salary Standardization 1984-85; inclusion of private sector salary data; final benchmark salary recommendations. (Calendar Item No. 21)

Action: Adopt staff report; forward to Board of Supervisors.



## EXAMINATION MATTERS

- 3051-84 Special Report - Mercy Zulueta and Diadema Prine (Calendar Item No. 25)
- Action: Adopt staff report; cancel all current examination and eligibility status of Mercy Zulueta and Diadema Prine. Future employment of Mercy Zulueta subject to approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Notify the Chief of Police of the accusation against Diadema Prine and request that charges for her dismissal as a permanent Class 1426 Senior Clerk Typist be preferred in accordance with Charter Section 8.341.
- 3057-84 Appeal of staff's denial of protest on terms of the examination announcement for Class 1658 Chief Accountant. (Calendar Item No. 26)
- Action: Over to the meeting of March 26, 1984 at request of staff.
- 3689-84 Special Report - Class 8214 Parking Control Officer - (Ronald E. Timberlake). (Calendar Item No. 23)
- January 23, 1984: Over to the meeting of March 5, 1984 at request of the appellant's attorney.
- Action: Grant appeal; find qualified as to background in this examination for Class 8214 Parking Control Officer.
- 4008-84 Special Report regarding Eligible List CPE-1, Class 7102 Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project. (Calendar Item No. 24)
- January 9, 1984: Over to the meeting of February 6, 1984 at request of one of the eligible.
- February 6, 1984: Over to the meeting of February 27, 1984 at the request of Local 21.
- February 27, 1984: Over to the meeting of March 12, 1984 for further staff research.
- Action: Over to the meeting of March 26, 1984 due to lack of quorum.
- 4152-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 11)
- Action: Adopt staff report; approve requests for the duration indicated in the staff report.
- 4185-84 Appeal of staff decision to deny request by Frances Koenig for "Near List" appointments from the holdover roster for Class 2566 Rehabilitation Counselor. (Calendar Item No. 26A)
- Action: Over to the meeting of March 26, 1984 due to lack of quorum.



EXAMINATION MATTERS (cont.)

6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 268)

December 12, 1983: Post for adoption at the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984.

January 23, 1984: Over to the meeting of February 6, 1984.

February 6, 1984: Over to the meeting of February 27, 1984 to conclude meet and confer process.

February 27, 1984: Over to the meeting of March 12, 1984.

Action: Over to the meeting of March 26, 1984 at request of Local 535.

Commissioners' New Business. (Calendar Item No. 16)

Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

September 19, 1983: Over to the meeting of October 17, 1983.

October 17, 1983: Over to the next meeting at the request of Mr. On's attorney.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

November 28, 1983: Over to the meeting of December 19, 1983 at Mr. On's request.

December 12, 1983: Over to the meeting of January 23, 1983 due to change in December meeting schedule.

January 23, 1984: Over to the meeting of February 6, 1984 at the request of staff.

February 6, 1984: Over to the meeting of March 12, 1984 by Commission action for further staff research.

Action: Over to the meeting of March 26, 1984 at the request of Mr. On's attorney.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 12, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance).
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Martin Benard, 2708 Custodian, 13/E-1, San Francisco Unified School District, Custodial Services Division, 1/27/84. (Calendar Item No. 40) (4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Kim F. Chiu, 9163 Transit Operator, 154/E-116, Public Utilities Commission, San Francisco Municipal Railway, 2/17/84. (Calendar Item No. 36) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Thinh M. Dao, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 31) (1)

February 27, 1984: Off calendar at request of Department.

Action: Over to the meeting of March 26, 1984 at Mr. Dao's request.

Elmer DeGrant, 7379 Electrical Transit Mechanic, V8/E-10, Public Utilities Commission, San Francisco Municipal Railway, 2/22/84. (Calendar Item No. 45) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Franklin E. Espena, 9110 Fare Collections Receiver, 15/E-16, Public Utilities Commission, San Francisco Municipal Railway, 2/19/84. (Calendar Item No. 47) (7)





Action: No future employment with the City and County of San Francisco.

Joseph A. Gordon, 1424 Clerk Typist, LT, San Francisco Police Department, Support Services Bureau/Records, 1/10/84. (Calendar Item No. 33) (1)

Action: Off calendar at request of San Francisco Police Department.

John C. Grant, 9102 Transit Car Cleaner, 16/P-3, Public Utilities Commission, San Francisco Municipal Railway, 2/15/84. (Calendar Item No. 44) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Alberto Guadamuz, 1404 Clerk, 20/CPE-1, Public Utilities Commission, Personnel Division, 1/31/84. (Calendar Item No. 39) (6)

February 27, 1984: Over to the meeting of March 12, 1984 at Mr. Guadamuz's request.

Action: Not to be employed again by the Public Utilities Commission.

Deborah Jackson, 9163 Transit Operator, 138/E-116, Public Utilities Commission, San Francisco Municipal Railway, 2/1/84. (Calendar Item No. 37) (2)

Action: Over to the meeting of March 26, 1984 due to lack of quorum.

Tommy Kam, 9163 Transit Operator, 11/E-116, Public Utilities Commission, San Francisco Municipal Railway, 2/8/84. (Calendar Item No. 38) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Veatta Koountz, 9163 Transit Operator, 152/E-113, Public Utilities Commission, San Francisco Municipal Railway, 2/9/84. (Calendar Item No. 46) (7)

Action: Over to the meeting of March 26, 1984 due to lack of quorum.

Renaldo E. Lopez, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 30) (1)

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.).

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



Franklin D. Martin, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 29) (1)

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.).

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Willie C. McClendon, 9163 Transit Operator, 29/E-113, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 28) (7)

February 6, 1984: Over to the meeting of February 27, 1984 due to lack of quorum.

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.).

Action: No restriction on future employment.

Carolyn Ozonsi, 1426 Senior Clerk Typist, 128/CPE-1, Employees' Retirement System, Investments Division, 3/2/84. (Calendar Item No. 35) (4)

Action: Over to the meeting of March 26, 1984 at Ms. Ozonsi's request.

Saint T. Piazza, 2302 Orderly, 51/E-312, Department of Public Health, Laguna Honda Hospital, 2/17/84. (Calendar Item No. 34) (4)

Action: Over to the meeting of March 26, 1984 at request of Local 250.

Willie J. Price, 7410 Automotive Service Worker, 31/E-5, Public Utilities Commission, San Francisco Municipal Railway, 2/14/84. (Calendar Item No. 43) (7)

Action: Over to the meeting of March 26, 1984 due to lack of quorum.

Daniel Sedeno, 7334 Stationary Engineer, LT, San Francisco Unified School District, Engineering Division, 2/2/84. (Calendar Item No. 41) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.



Samuel Smith, 2738 Porter Assistant Supervisor, V5/P-4, Department of Public Health, San Francisco General Hospital Medical Center, 1/4/84. (Calendar Item No. 12) (7)

January 23, 1984: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.).

Action: No restriction on future employment.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83. (Calendar Item No. 13) (1)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Department of Public Health. To be calendared concurrently with dismissal.

January 23, 1984: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.).

Action: Over to the meeting of March 26, 1984 due to lack of quorum.

John Szucs, 2905 Senior Eligibility Worker, 87/CPE-2, Department of Social Services, 12/27/83. (Calendar Item No. 42) (7)

January 23, 1984: Over to the meeting of February 6, 1984 at request of Department of Social Services.

February 6, 1984: Over to the meeting of February 27, 1984 at request of Local 535.

February 27, 1984: Over to the meeting of March 12, 1984 at request of Local 535.

Action: Over to the meeting of April 9, 1984 at request of Local 535.

Daniel Thomas, 8440 Probation Officer, 2/E-3, Adult Probation, Supervision Division, 2/23/84. (Calendar Item No. 32) (1)

Action: Over to the meeting of June 11, 1984 at Mr. Thomas' request.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 26, 1984

PART I - 2:00 P.M.

Present: Commissioner Lee (Items Missed: Minutes, Consent Calendar)  
Commissioner Gloyd (Items Missed: 12, 13, 14, 15, 16, 17, 18  
and all of Part II)  
Commissioner Texidor del Portillo  
Commissioner Powell  
Commissioner Salomon

Commissioner Gloyd presided on Minutes & Consent Calendar only

Commissioner Lee presided

DOCUMENTS DEPT.

MINUTES: Regular Meeting of March 12, 1984

APR 4 1984

Action: Approve

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CLASSIFICATION MATTERS

1034-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 12)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>         |
|---------------|--------------------------------|---------------------------|
| 338-83/84     | Public Health                  | T.J. Robinson             |
| 361-83/84     | Public Utilities<br>Commission | Tudor Engineering Company |

February 27, 1984:

1. Contract Number 338-83/84 over to the meeting of March 12, 1984 at request of Department of Public Health.
2. Contract Number 361-83/84 over to the meeting of March 12, 1984 at request of Local 21.

March 12, 1984:

Over to the meeting of March 26, 1984 due to lack of quorum.

Action: 1. Contract Number 338-83/84 off calendar  
2. Adopt staff report on Contract Number 361-83/84; notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Powell dissents).

1045-84 Request from the Department of Public Works to use a class in the Staff Assistant, Special Project series for a Telecommunications Manager. (Calendar Item No. 6)

Action: Adopt staff report; approve use of Classes 9748 Staff Assistant VIII (\$1869 BW) or 9750 Staff Assistant IX (\$2059 BW) Special Project to employ a Telecommunication Manager for the Department of Public Works.



CLASSIFICATION MATTERS (cont.)

1048-84      Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                        | <u>CONTRACTOR</u>  |
|---------------|--|--|
| 380-83/84     | Withdrawn                                | Withdrawn  |
| 381-83/84     | Human Rights Commission                  | Mid-Peninsula Urban Coalition (Operation Sentinel)         |
| 382-83/84     | City Planning                            | Sedway-Cooke Associates                                    |
| 383-83/84     | Chief Administrative Officer             | Edgar, Dunn & Company, Inc.                                |
| 384-83/84     | Public Health                            | Arthur Andersen & Company                                  |
| 385-83/84     | Public Health                            | Brown-Vence Associates, Inc.                               |
| 386-83/84     | Public Works                             | Marquis Associates   |
| 387-83/84     | Public Works                             | Shapiro, Okino, Hom & Associates                           |
| 388-83/84     | Public Works                             | Testing Engineers, Inc. & Stage Rigging Inc.               |
| 389-83/84     | Public Utilities Commission              | R & D Consultants, Inc.                                    |
| 390-83/84     | Public Utilities Commission              | Golden Gate Energy Center                                  |
| 391-83/84     | Public Utilities Commission              | Newcomb/Anderson Associates                                |
| 392-83/84     | Public Utilities Commission              | Edgar, Dunn & Company, Inc.                                |
| 393-83/84     | Public Utilities Commission              | Foster Engineering   |
| 394-83/84     | Public Utilities Commission              | Koppelman & Associates                                     |
| 395-83/84     | S.F. Police Department                   | Robert F. Hicks, Ph.D.                                     |
| 396-83/84     | City Planning                            | Schute, Mihaly & Weinberger                                |
| 397-83/84     | Airports Commission                      | Morris Davis & Company                                     |
| 398-83/84     | Airports Commission                      | O'Brien-Kreitzberg & Associates, Inc.                      |
| 399-83/84     | Board of Supervisors, Telecommunications | Survey Research Center, University of California, Berkeley |
| 400-83/84     | Controller                               | Programming Resources Company                              |
| 401-83/84     | Controller                               | Systems Management Facilities                              |
| 402-83/84     | Controller                               | Innovative Directions Inc.                                 |
| 403-83/84     | Controller                               | Cybernetics Professionals, Inc.                            |

Action:      Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

- 1048-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3A))

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>   |
|---------------|--------------------------------|---|
| 404-83/84     | Public Health                  | Robert R. Radell  |
| 405-83/84     | Public Utilities<br>Commission | Systems & Computer<br>Technology Corp. - Michael<br>Simmons |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1049-84 Amendment to the administrative provisions of the Annual Salary Ordinance for 1984-85. (Calendar Item No. 4)

Action: Adopt staff report.

1. Approve the proposed amendments to the administrative provisions of the Annual Salary Ordinance for the 1984-85 Fiscal Year as indicated in staff report.
2. Submit the proposed amendments to the administrative provisions of the Annual Salary Ordinance to the Board of Supervisors as required by Administrative Code Section 3.2.

- 1051-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series for Food Service Managers for San Francisco General Hospital. (Calendar Item No. 7)

Action: Adopt staff report; approve use of Class 9738 Staff Assistant III, Special Project (\$964 BW) to employ five Food Service Managers for San Francisco General Hospital Medical Center.

COMPENSATION MATTERS

- 2099-84 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

| <u>NAME AND CLASS</u>  | <u>DEPARTMENT</u>   | <u>STEP<br/>REQUESTED</u> | <u>STEP<br/>RECOMMENDED</u> |
|--|---------------------|---------------------------|-----------------------------|
| Albert Jensen<br>9205 Airport<br>Communications<br>Coordinator | Airports Commission | 4                         | 4                           |
| Lourdes Almageur<br>1426 Senior Clerk<br>Typist                | Office of the Mayor | 3                         | 3                           |
| Juan Luz<br>1630 Account Clerk                                 | Social Services     | 5                         | 5                           |
| Patricia Din<br>2905 Senior<br>Eligibility<br>Worker           | Social Services     | 3                         | 3                           |



COMPENSATION MATTERS (cont.)

| <u>NAME AND CLASS</u>                                      | <u>DEPARTMENT</u>           | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-----------------------------|-----------------------|-------------------------|
| Khalid Khan<br>1404 Clerk                                  | City Planning               | 5                     | 5                       |
| Paul Toliver<br>9191 Deputy General<br>Manager, Operations | Public Utilities            | 4                     | 4                       |
| Rosario Altura<br>1652 Senior<br>Accountant                | Retirement System           | 2                     | 2                       |
| Mike G. Keohane<br>1220 Payroll Clerk                      | Controller                  | 3                     | 3                       |
| Charles Stolpe<br>8176 Trial Attorney                      | Public Defender             | 2                     | 2                       |
| Melinda Connor<br>8176 Trial Attorney                      | Public Defender             | 2                     | 2                       |
| John Runfola<br>8176 Trial Attorney                        | Public Defender             | 2                     | 2                       |
| Christopher Gauger<br>8174 Civil Attorney                  | Public Defender             | 2                     | 2                       |
| Stephen Rosen<br>8174 Civil Attorney                       | Public Defender             | 5                     | 5                       |
| Norma Gill<br>1217 Certification<br>Supervisor             | Civil Service<br>Commission | 5                     | 5                       |
| Action: Adopt staff report.                                |                             |                       |                         |

EXAMINATION MATTERS

3052-84 Appeal of staff's denial of protest filed on the announcement for Class 4265 Senior Real Property Appraiser. (Calendar Item No. 16)

Action: Adopt staff report; deny appeal.

3057-84 Appeal of staff's denial of protest on terms of the examination announcement for Class 1658 Chief Accountant. (Calendar Item No. 15)

March 12, 1984: Over to the meeting of March 26, 1984 at request of staff.

Action: Deny staff report; grant appeal. Examination to be comprised of two components: written and qualifications appraisal interview; each component to be weighted at 50%.





EXAMINATION MATTERS (cont.)

- 3073-84 Requests for reconsideration of action by the General Manager, Personnel in adopting the key answers in the written multiple-choice tests for Classes H-4 Inspector, H-6 Investigator and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 18)
- Action: Adopt staff report.
- 3562-83 Proposed psychological testing procedures - San Francisco Police Department. (Calendar Item No. 11)
- October 17, 1983: Over to the second meeting in November.
- November 28, 1983: Over to the meeting of December 19, 1983 at request of San Francisco Police Department.
- December 12, 1983: Over to the meeting of January 23, 1984 due to change in December meeting schedule.
- January 23, 1984: Over to the meeting of February 27, 1984 due to Commissioner Gloyd's absence.
- February 27, 1984: Over to the meeting of March 26, 1984 at request of San Francisco Police Department.
- Action: Approve proposal by the San Francisco Police Department subject to the stipulations and conditions specified by the Commission on the record which will be memorialized in a letter from the Chief of Police and detailed in a resolution by the Police Commission.

IN-SERVICE MATTERS

- 4008-84 Special Report regarding Eligible List CPE-1, Class 7102 Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project. (Calendar Item No. 13)
- January 9, 1984: Over to the meeting of February 6, 1984 at request of one of the eligibles.
- February 6, 1984: Over to the meeting of February 27, 1984 at the request of Local 21.
- February 27, 1984: Over to the meeting of March 12, 1984 for further staff research.
- March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.
- Action: Adopt staff report; cancel the results of the examination; new examination to be prepared.
- 4185-84 Appeal of staff decision to deny request by Frances Koenig for "Near List" appointments from the holdover roster for Class 2566 Rehabilitation Counselor. (Calendar Item No. 14)
- March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.
- Action: Over to the meeting of April 9, 1984.



IN-SERVICE MATTERS (cont.)

4204-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 8)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

4257-84 Proposed amendment to San Francisco Administrative Code to authorize membership by the Civil Service Commission in two professional organizations. (Calendar Item No. 9)

Action: Approve; forward to the Board of Supervisors.

6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 17)

December 12, 1983: Post for adoption at the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984.

January 23, 1984: Over to the meeting of February 6, 1984.

February 6, 1984: Over to the meeting of February 27, 1984 to conclude meet and confer process.

February 27, 1984: Over to the meeting of March 12, 1984.

March 12, 1984: Over to the meeting of March 26, 1984 at request of Local 535.

Action: Sever and continue to the meeting of April 9, 1984 item 2 and 3 in the March 2, 1984 recommendation (at the request of Local 535). Adopt all other recommendations as proposed.

Commissioners' New Business. (Calendar Item No. 10)

Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

September 19, 1983: Over to the meeting of October 17, 1983.

October 17, 1983: Over to the next meeting at the request of Mr. On's attorney.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

November 28, 1983: Over to the meeting of December 19, 1983 at Mr. On's request.



Commissioners' New Business (cont.)

December 12, 1983: Over to the meeting of January 23, 1983 due to change in December meeting schedule.

January 23, 1984: Over to the meeting of February 6, 1984 at the request of staff.

February 6, 1984: Over to the meeting of March 12, 1984 by Commission action for further staff research.

March 12, 1984: Over to the meeting of March 26, 1984 at the request of Mr. On's attorney.

Action: Over to the meeting of May 14, 1984 at the request of Mr. On's attorney.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 26, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

August Baggao, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 21) (1)

February 27, 1984: Over to the meeting of March 26, 1984 at request of Transport Workers Union.

Action: Over to the meeting of May 14, 1984 at request of Transport Worker Union.

Devki N. Bhatia, 5344 Mechanical Engineering Assistant II, LT, Department of Public Works, 2/29/84. (Calendar Item No. 25) (1)

Action: No restriction on future employment.

Richard Carter, 7306 Automotive Body & Fender Worker, 8/E-9, Public Utilities Commission, San Francisco Municipal Railway, 2/29/84. (Calendar Item No. 39) (7)

Action: No restriction on future employment.

Thinh M. Dao, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 22) (1)

February 27, 1984: Off calendar at request of Department.

March 12, 1984: Over to the meeting of March 26, 1984 at Mr. Dao's request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

James E. Garrett, 9102 Transit Car Cleaner, 11/E-5, Public Utilities Commission, San Francisco Municipal Railway, 2/8/84. (Calendar Item No. 40) (7)



Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Deborah Jackson, 9163 Transit Operator, 138/E-116, Public Utilities Commission, San Francisco Municipal Railway, 2/1/84. (Calendar Item No. 31) (2)

March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.

Action: No restriction on future employment.

Kathleen Keleher, 8304 Deputy Sheriff, 41/E-10, Sheriff's Department, Prisoner Custody, 2/9/84. (Calendar Item No. 36) (7)

February 27, 1984: Over to the meeting of March 26, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.).

Action: No restriction on future employment.

Fatemah Khostovan, 2320 Registered Nurse, 44/E-634, Department of Public Health, Laguna Honda Hospital, 3/20/84. (Calendar Item No. 29) (4)

Action: Over to the meeting of April 23, 1984 at the request of Mr. Khonstovan's attorney.

Lana Koo, 1424 Clerk Typist, 3/CPE-24, Department of Public Health, Community Public Health Services, 3/9/84. (Calendar Item No. 30) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Veatta Kooontz, 9163 Transit Operator, 152/E-113, Public Utilities Commission, San Francisco Municipal Railway, 2/9/84. (Calendar Item No. 37) (7)

March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.

Action: Future employment in Class 9163 Transit Operator subject to the review and approval of the General Manager, Personnel after one year of satisfactory service in or out of the City and County service.

Margaret E. Koran, 9163 Transit Operator, 665/E-113, Public Utilities Commission, San Francisco Municipal Railway, 3/1/84. (Calendar Item No. 32) (2)

Action: Return name to list.



Howard L. LeJambre, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 5/15/83. (Calendar Item No. 23) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Andrew Marowitz, 7409 Electrical Transit Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 3/12/84. (Calendar Item No. 24) (1)

Action: Over to the meeting of April 9, 1984 at Mr. Marowitz's request.

Darlene Y. Mitchell, 8280 Environmental Control Officer, LT, San Francisco Police Department, Muni Transit Division, 3/6/84. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Carolyn Ozonsi, 1426 Senior Clerk Typist, 128/CPE-1, Employees' Retirement System, Investments Division, 3/2/84. (Calendar Item No. 27) (4)

March 12, 1984: Over to the meeting of March 26, 1984 at Ms. Ozonsi's request.

Action: Return name to list.

Saint T. Piazza, 2302 Orderly, 51/E-312, Department of Public Health, Laguna Honda Hospital, 2/17/84. (Calendar Item No. 28) (4)

March 12, 1984: Over to the meeting of March 26, 1984 at request of Local 250.

Action: No restriction on future employment.

Stephen Plume, 8304 Deputy Sheriff, 88/E-10, Sheriff's Department, Prisoner Custody, 2/14/84. (Calendar Item No. 35) (7)

February 27, 1984: Over to the meeting of March 26, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3:00 P.M.).

Action: No restriction on future employment.

Willie J. Price, 7410 Automotive Service Worker, 31/E-5, Public Utilities Commission, San Francisco Municipal Railway, 2/14/84. (Calendar Item No. 38) (7)

March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.



Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Marceline Scott, 1426 Senior Clerk Typist, 74/P-87, San Francisco Police Department, 1/12/84. (Calendar Item No. 33) (6)

February 6, 1984: Over to the meeting of February 27, 1984.

February 27, 1984: Over to the meeting of March 26, 1984 at the request of Ms. Scott's attorney.

Action: Not to be employed again by the San Francisco Police Department. No restriction on future employment including the right to request reappointment. Future employment subject to medical clearance by a Civil Service Commission physician and approval of the General Manager, Personnel.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83. (Calendar Item No. 20) (1)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Department of Public Health. To be calendared concurrently with dismissal.

January 23, 1984: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.).

March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.

Action: Over to the meeting of April 9, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 4:00 P.M.).

Michael Toland, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 3/20/84. (Calendar Item No. 26) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 9, 1984

PART I - 2:00 P.M.

Present: Commissioner Gloyd (Items Missed: 23 and 25)  
Commissioner Lee  
Commissioner Munson  
Commissioner Powell  
Commissioner Texidor del Portillo  
Commissioner Lee presided

DOCUMENTS DEPT.

MINUTES: Regular Meeting of March 26, 1984

APR 16 1984

Action: Approve.

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ANNOUNCEMENTS: The Commission announced that it had met in closed session at 1 P.M. this date with the City Attorney to discuss two matters of litigation to which the Commission is a party (all Commissioners were present):

1. Leland Moglen v. the City and County

The Commission unanimously directed the City Attorney not to appeal the decision of the Superior Court.

2. Williams v. the City and County

The Commission unanimously voted to recommend that the Board of Supervisors authorize that this case be settled as negotiated by the City Attorney.

CLASSIFICATION MATTERS

1048-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>        | <u>CONTRACTOR</u>                          |
|---------------|--------------------------|--|
| 406-83/84     | Art Commission           | James Phillips                             |
| 407-83/84     | Art Commission           | Horace Washington                          |
| 408-83/84     | Art Commission           | Joan Ellison-Wong                          |
| 409-83/84     | Social Services          | World Institute on Disability              |
| 410-83/84     | Social Services          | Sandra J. Harrison-Jordan, DMH             |
| 411-83/84     | Civil Service Commission | Management Resources Consulting Associates |
| 412-83/84     | Port Commission          | Keyser Marston Associates, Inc.            |
| 413-83/84     | Port Commission          | Ostgren Associates                         |
| 414-83/84     | Port Commission          | Deloitte, Haskins and Sells                |
| 415-83/84     | Recreation & Park        | Ruby Newman                                |



CLASSIFICATION MATTERS (cont.)

1048-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>   | <u>CONTRACTOR</u>  |
|---------------|---|--|
| 416-83/84     | Public Health   | Witt Associates  |
| 417-83/84     | Public Health   | The Zivic Group  |
| 418-83/84     | Public Works-Clean Water  | Engineering Management Consultants                               |
| 419-83/84     | Public Works-Clean  | Dodson & Young   |
| 420-83/84     | Public Works-Clean Water  | Jordan Associates  |
| 421-83/84     | Public Works  | Towill, Inc.   |
| 422-83/84     | Public Works  | Linda Rhodes, AIA  |
| 423-83/84     | Public Works  | TEI Consulting Engineers   |
| 424-83/84     | Public Works  | CALTRANS District 4, Construction Branch                         |
| 425-83/84     | Public Works  | Pacific Automation   |
| 426-83/84     | Public Works  | Towill, Inc.   |
| 427-83/84     | Public Utilities Commission   | California Public Health Foundation, Dr. Edwin H. Lennette, M.D. |
| 428-83/84     | Public Utilities Commission   | UC Berkeley Extension, Linda Mowry                               |
| 429-83/84     | Airports Commission   | Hepburn Reps   |
| 430-83/84     | Public Works  | Kent Watson & Associates   |
| 431-83/84     | Controller  | The Cameron Group, Inc. (Robert Schramm)                         |
| 432-83/84     | Public Health   | Francis Crowder  |
| 433-83/84     | Port Commission   | Microdata Corporation  |
| 434-83/84     | Public Health   | Poolman, Shih & Platton, Inc.                                    |
| 435-83/84     | Public Health   | Poolman, Shih & Platton, Inc.                                    |
| Action:       | Adopt staff report; notify the offices of the Controller and the Purchaser. (Contract 430-83/84 - Vote of 4 to 1: Commissioner Powell dissenting) |  |

1059-84      Classification survey of one position, Airports Commission.  
(Calendar Item No. 5)

Action:      Adopt staff report; allocate one position budgeted in Class 5206 Associate Civil Engineer (\$1243B1526), Airports Commission, to the budgeted class.



CLASSIFICATION MATTERS (cont.)

1060-84 Establishment of two new classifications and allocation of seven budgeted positions included in the 1983-84 Municipal Railway Budget. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish Class 7241 Senior Maintenance Controller (1983-84 Rate: 17.62 H, 1984-85 Rate \$1618B1618) per the class specification.
2. Allocate one position included in the Municipal Railway's 1983-84 budget as A442 Transit Maintenance Manager I (J \$1304-1580) to 7241 Senior Maintenance Controller.
3. Establish Class 7340 Maintenance Controller (1983-84 Rate: 16.85 H, 1984-85 Rate: \$1470B1470) per the class specification.
4. Allocate six positions included in the Municipal Railway's 1983-84 budget as A441 Transit Maintenance Supervisor (J \$1185B1436) to 7340 Maintenance Controller.
5. Amend the Annual Salary Ordinance to reflect this action.
6. Advise the department to revise its 1984-85 budget request to reflect the budgetary changes contained in this report.

EXAMINATION MATTERS

3093-84 Special Report - Class 1430 Transcriber Typist - Rosemary Johnson. (Calendar Item No. 11)

Action: Cancel all current appointment, eligibility and examination status. Future employment subject to review and approval of the General Manager, Personnel after eighteen (18) months of satisfactory service outside the City and County service.

IN-SERVICE MATTERS

4185-84 Appeal of staff decision to deny request by Frances Koenig for "Near List" appointments from the holdover roster for Class 2566 Rehabilitation Counselor. (Calendar Item No. 9)

March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.

March 26, 1984: Over to the meeting of April 9, 1984.

Action: Adopt staff report; deny appeal.

4308-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 7)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.





IN-SERVICE MATTERS (cont.)

- 4309-84 Appeal of staff decision of denial of request for "Status Grant" permanent and "Near List" temporary appointments for John Drago and Stan Weiss. (Calendar Item No. 10)

Action: Adopt staff report; deny appeal.

- 4310-84 Presentation of certain Civil Service Commission documents of historical significance to the San Francisco Public Library. (Calendar Item No. 3)

Action: Register of Eligibles Number One covering the period from 1900 to 1906 and the ledger containing the minutes of 1906 were presented to the San Francisco Public Library to be added to the collection of documents of historical significance in the San Francisco Room at the Main Public Library.

- 6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 8)

December 12, 1983: Post for adoption at the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984.

January 23, 1984: Over to the meeting of February 6, 1984.

February 6, 1984: Over to the meeting of February 27, 1984 to conclude meet and confer process.

February 27, 1984: Over to the meeting of March 12, 1984.

March 12, 1984: Over to the meeting of March 26, 1984 at request of Local 535.

March 26, 1984: Sever and continue to the meeting of April 9, 1984, item 2 and 3 in the March 2, 1984 recommendation (at the request of Local 535). Adopt all other recommendation as proposed.

Action: Adopt remainder of staff's proposal.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - April 9, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Jean Henwood, 2320 Registered Nurse, 4/E-461, Department of Public Health, San Francisco General Hospital Medical Center, 3/20/84. (Calendar Item No. 21) (7)

Action: Over to the meeting of May 14, 1984 at request of Department of Public Health.

R. Dale Hoefener, 1408 Principal Clerk, 25/CPE-2, Governmental Services, Recorder's Department, 3/23/84. (Calendar Item No. 16) (5)

Action: Over to the meeting of April 23, 1984 at Mr. Hoefener's request.

Johnny Johnson, 2736 Porter, 122/E-49, Department of Public Health, San Francisco General Hospital Medical Center, 1/24/84. (Calendar Item No. 19) (6)

Action: Over to the meeting of April 23, 1984 at request of Local 250.

Martha Ledezma, 1872 Programmer Analyst, 11/CPE-7, Controller, ISD Systems Division, 3/28/84. (Calendar Item No. 17) (4)

Action: Off calendar at request of the EEO Unit.

Clint Locy, Q-2 Police Officer, 11.5/E-57, San Francisco Police Department, Personnel & Training Division, 3/15/84. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the San Francisco Police Department.

Andrew Mark, 9157 Claims Adjuster, 5/CPE-1, Public Utilities Commission, Administration, Claims Division, 3/26/84. (Calendar Item No. 24) (4)



Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Andrew Marowitz, 7409 Electrical Transit Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 3/12/84. (Calendar Item No. 23) (1)

March 26, 1984: Over to the meeting of April 9, 1984 at Mr. Marowitz's request.

Action: Disapprove. Reinstate to position subject to six (6) months of satisfactory performance including punctuality. The Department is instructed to terminate Mr. Marowitz if he fails to meet acceptable standards of job performance.

Dwight Monroe, 8280 Environmental Control Officer, LT, San Francisco Police Department, Muni Transit Division, 3/13/84. (Calendar Item No. 15) (1)

Action: Over to the meeting of April 23, 1984 at the request of Local 390/400.

Mary E. Moore, 9131 Station Agent, 29/E-1, Public Utilities Commission, San Francisco Municipal Railway, 2/15/84. (Calendar Item No. 25) (4)

Action: Return name to list.

Samuel Smith, 2740 Porter Supervisor I, LT, Department of Public Health, San Francisco General Hospital Medical Center, 12/9/83. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 4:00 P.M.) (Calendar Item No. 14) (1)

January 9, 1984: Over to the meeting of January 23, 1984 at request of Department of Public Health. To be calendared concurrently with dismissal.

January 23, 1984: Over to the meeting of February 27, 1984 at the request of Mr. Smith's attorney.

February 27, 1984: Over to the meeting of March 12, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.).

March 12, 1984: Over to the meeting of March 26, 1984 due to lack of quorum.

March 26, 1984: Over to the meeting of April 9, 1984. (SPECIAL ORDER OF BUSINESS TO BE HEARD AT 4:00 P.M.).

Action: Approve.



Douglas R. Spencer, 7379 Electrical Transit Mechanic, 61/P-4, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/25/83. (Calendar Item No. 26) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three years' work experience outside the City and County service. Not to be employed again by the Public Utilities Commission

John Szucs, 2905 Senior Eligibility Worker, 87/CPE-2, Department of Social Services, 12/27/83. (Calendar Item No. 20) (7)

January 23, 1984: Over to the meeting of February 6, 1984 at request of Department of Social Services.

February 6, 1984: Over to the meeting of February 27, 1984 at request of Local 535.

February 27, 1984: Over to the meeting of March 12, 1984 at request of Local 535.

March 12, 1984: Over to the meeting of April 9, 1984 at request of Local 535.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Harold D. Taft, 7381 Automotive Mechanic, 51/E-8, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/3/84. (Calendar Item No. 27) (7)

Action: Over to the meeting of April 23, 1984 at the request of the Public Utilities Commission.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 12) (1)

February 6, 1984: Over to the meeting of February 27, 1984 at Mr. Tull's request.

February 27, 1984: Over to the meeting of April 9, 1984 at Mr. Tull's request.

Action: Over to the meeting of June 11, 1984 at request of Mr. Tull's attorney.

Barbara Tryon, 1428 Ward Clerk, 7/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/23/84. (Calendar Item No. 18) (4)

Action: Return name to list under waiver of certification until completion of a training program acceptable to the General Manager, Personnel.





REGULAR MEETING - APRIL 23, 1984

PART I - 2:00 P.M.

Present: Commissioner Gloyd  
Present: Commissioner Lee (Items Missed: 17))  
Present: Commissioner Munson (Items Missed: 19, 20, 21, 22, 24, 26, 27, 28)  
Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo  
Commissioner Lee presided

DOCUMENTS DEPT.

MINUTES: Regular Meeting of April 9, 1984

MAY 1 1984

Action: Approve.

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ANNOUNCEMENTS: The Commission announced that it had met in Executive Session with the City Attorney to discuss two matters of litigation (all Commissioners were present):

1. The City Attorney apprised the Commission of the status of the litigation in the Fire Department promotional series. No action was taken.
2. The Commission unanimously voted to direct the City Attorney to abandon the appeal in the matter of Filberto Moreno v. the City and County of San Francisco and to pay the attorney fees.

CLASSIFICATION MATTERS

1067-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series, as a Deputy Program Chief, Business and Operations Support, Community Mental Health Services. (Calendar Item No. 4)

Action: Approve use of Class 9746 Staff Assistant VII, Special Project (\$1701 BW), to employ a Deputy Program Chief, Business and Operations Support, Community Mental Health Services. (Subsequent to this action the Commission unanimously rescinded the action on the request of Commissioner Lee and continued the matter to the meeting of May 14, 1984.)

1069-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u>           | <u>CONTRACTOR</u>                          |
|---------------|-----------------------------|--|
| 436-83/84     | SF Police Department        | Law Enforcement Psychological Service Inc. |
| 437-83/84     | Port Commission             | Creative Computer Solution                 |
| 438-83/84     | Public Utilities Commission | BTU Consultants                            |
| 439-83/84     | Public Health               | Pippa Gordon                               |



1069-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>           | <u>CONTRACTOR</u>                             |
|---------------|-----------------------------|---|
| 440-83/84     | Public Health               | Urban and Rural Systems Associates            |
| 441-83/84     | Public Health               | Robert Miller, Pharm. D.                      |
| 442-83/84     | Public Health               | Catholic Social Service                       |
| 443-83/84     | Public Health               | Chesley Herbert, M.D.                         |
| 444-83/84     | Public Works                | URS/John Blume                                |
| 445-83/84     | Public Works                | T.Y. International                            |
| 446-83/84     | Public Works                | Engineering Computer Corporation              |
| 447-83/84     | Public Works                | Caltrans District 4, Construction Branch      |
| 448-83/84     | Public Works                | Caltrans District 4, Construction Branch      |
| 449-83/84     | Public Works                | Electro-Test Inc.                             |
| 450-83/84     | Social Services             | Doris Stevens, MA                             |
| 451-83/84     | Social Services             | Karil S. Klingbeil, MSW, ACSW                 |
| 452-83/84     | Social Services             | Jim Peters, J.D.                              |
| 453-83/84     | Social Services             | J. Donald Cohon, Ph.D.                        |
| 454-83/84     | Social Services             | Luz-Mary Harris, Ph.D.                        |
| 455-83/84     | Social Services             | Carolyn B. Block, Ph.D.                       |
| 456-83/84     | Social Services             | Dr. Martin Glasser, M.D.                      |
| 457-83/84     | Social Services             | Dr. Robert F. Hicks                           |
| 458-83/84     | Sheriff                     | Salvation Army                                |
| 459-83/84     | Controller                  | Tim Meager & Associates, Inc.                 |
| 460-83/84     | Public Health               | Aquarius Public Management                    |
| 461-83/84     | Controller                  | Jane Irwin Enterprises                        |
| 462-83/84     | Public Utilities Commission | Elias Girma                                   |
| 463-83/84     | Public Works                | Interactive Resources Inc.                    |
| 464-83/84     | Public Works                | C.W. Mayhew & H.L. Thiederman Architects      |
| 465-83/84     | Public Health               | The Presidio Group-Thomas G. Moore Jr.        |
| 466-83/84     | Public Health               | Alvin Greenberg                               |
| 467-83/84     | Public Health               | Cooley, Godward, Castro, Huddleson, and Tatum |



CLASSIFICATION MATTERS (cont.)

1069-84  
(cont.)

- Action:
1. Contract Number 457-83/84 off calendar at the request of Department of Social Services.
  2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1070-84 Adoption of a flexible staffing concept; approval for Classes 1870 Programmer Analyst Trainee and 1872 Programmer Analyst. (Calendar Item No. 12)

- Action:
1. Approve the concept of flexible staffing of positions as outlined in the staff report.
  2. Notify the Examination Unit to apply the flexible staffing concept in the development of the next examinations for Classes 1870 Programmer Analyst Trainee and 1872 Programmer Analyst.

1072-84 Classification survey of positions in various City departments. (Calendar Item No. 5)

| <u>Department</u>   | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                                     | <u>Recommended<br/>Class</u>                 |
|---|---------------------|--|--|
| City Planning   | 2                   | 5278 Planner II<br>(\$91281104)  | Same.  |
| Public Utilities<br>Commission<br>Municipal<br>Railway      | 1                   | 1844 Senior Management<br>Assistant<br>(\$101881232)                   | 1842 Management<br>Assistant<br>(\$86281042) |
| Public Health,<br>Community<br>Public<br>Health<br>Services | 1                   | 1446 Senior Clerk Ste-<br>nographer<br>(\$6558792)                     | Same   |
|   | 1                   | 2322 Head Nurse<br>(\$121481470)                                       | Same   |
|   | 1                   | 2248 Assistant<br>Director of Clinical<br>Services II<br>(\$169882063) | Same   |
| Public<br>Health,<br>Central<br>Office                      | 1                   | 1426 Senior Clerk Typist<br>(\$5968721)                                | Same   |
|   | 10                  | 6122 Sr. Environmental<br>Health Inspector<br>(\$92981125)             | Same   |

Action: Adopt staff report.



CLASSIFICATION MATTERS (cont.)

1073-84 Request from the Department of City Planning to utilize a class in the Staff Assistant, Special Project series, for a Citizen Participation Specialist. (Calendar Item No. 6)

Action: Approve use of Class 9738 Staff Assistant III, Special Project (\$964 BW), to employ a Citizen Participation Specialist for the Department of City Planning.

COMPENSATION MATTERS

2152-84 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

| <u>NAME AND CLASS</u>                                   | <u>DEPARTMENT</u>                 | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-----------------------------------|-----------------------|-------------------------|
| Susan Jennings<br>1813 Retirement<br>Analyst            | Retirement System                 | 5                     | 5                       |
| Shirley Tham<br>1812 Assistant<br>Retirement<br>Analyst | Retirement System                 | 5                     | 5                       |
| Kosrof Chantikian<br>1813 Retirement<br>Analyst         | Retirement System                 | 5                     | 5                       |
| Farnum Alston<br>1180 Executive<br>Assistant to CAO     | Chief<br>Administrative<br>Office | 3                     | 3                       |
| William Kirkpatrick<br>8321 Counselor                   | Juvenile Court                    | 5                     | 5                       |
| Mary Briggs<br>2320 Registered<br>Nurse                 | Public Health                     | 5                     | 5                       |
| T. Crowson<br>7514 General<br>Laborer                   | Public Utilities<br>Commission    | 2                     | 2                       |
| J. McKernan<br>7514 General<br>Laborer                  | Public Utilities<br>Commission    | 2                     | 2                       |
| T. Rice<br>7514 General<br>Laborer                      | Public Utilities<br>Commission    | 2                     | 2                       |
| C. Walker<br>7514 General<br>Laborer                    | Public Utilities<br>Commission    | 2                     | 2                       |
| S. Lucas<br>7514 General<br>Laborer                     | Public Utilities<br>Commission    | 2                     | 2                       |
| K. Brewer<br>7514 General<br>Laborer                    | Public Utilities<br>Commission    | 2                     | 2                       |





COMPENSATION MATTERS (cont.)

2152-84  
(cont.)

| <u>NAME AND CLASS</u>                          | <u>DEPARTMENT</u>              | <u>REQUESTED</u> | <u>RECOMMENDED</u> |
|--|--------------------------------|------------------|--------------------|
| L. Moore<br>7514 General<br>Laborer            | Public Utilities<br>Commission | 2                | 2                  |
| J. Camp<br>7514 General<br>Laborer             | Public Utilities<br>Commission | 2                | 2                  |
| Joyce Farrow<br>1452 Stenographic<br>Secretary | Police                         | 5                | 5                  |

Action: 1. Items regarding J. McKernan and C. Walker off  
calendar at the request of the Public Utilities  
Commission.

2. Adopt staff report on the remaining items.

2163-84 Salary Standardization for Registered Nurse classifications  
(Charter Section 8.403), 1984-85. (Calendar Item No. 13)

Action: Adopt staff report; forward to the Board of Supervisors.

2164-84 Request for reconsideration for salary adjustment for Marie Sims to  
Class 8464 Assistant Secretary, County Parole Board. (Calendar  
Item No. 14)

Action: Adopt staff report; deny request.

2168-84 Requests for supervisory differential adjustments as provided by  
Section IV.F. of the Salary Standardization Ordinance, 1983-84.  
(Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential  
adjustments; amend Annual Salary Ordinance accordingly;  
advise departments to submit supplemental appropriations.

EXAMINATION MATTERS

3105-84 Appeal of staff action on protests of key answers for the written  
examination for Class 3428 Nursery Specialist. (Calendar Item No.  
16)

Action: Over to the meeting of May 14, 1984 at request of staff.



EXAMINATION MATTERS (cont.)

- 3112-84 Request for reconsideration of action by the General Manager, Personnel on appeals concerning the written essay test components of the examinations for Classes H-30 Captain, H-20 Lieutenant, H-6 Investigator and H-4 Inspector, San Francisco Fire Department. (Calendar Item No. 17)
- Action: Adopt staff report; deny requests (Vote of 3 to 1: Commissioner Gloyd dissenting - Commissioner Lee absent).
- 3682-83 Request for Reconsideration of staff's denial of a protest of certain job-related knowledges, abilities and skills to be tested for Class 2140 Hospital Administrative Assistant - Administration. (Calendar Item No. 15)
- Action: Over to the meeting of May 14, 1984 at request of appellant.

IN-SERVICE MATTERS

- 4349-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 9)
- Action: Adopt staff report; approve requests for the duration indicated in the staff report.
- 4356-84 Proposed amendment to Civil Service Commission Rule 13 - Reinstatement and Reappointment, Section 13.03 - Reappointment after Resignation. (Calendar Item No. 11)
- Action: Post for adoption at the meeting of May 14, 1984.
- 4358-84 Request from the Department of Public Health for exception to the order of lay-off, Class 2250 Director of Clinical Services, Department of Public Health. (Calendar Item No. 10)
- Action: Over to the meeting of May 14, 1984 at the request of Department of Public Health.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 23, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Abraham Bettin, 2320 Registered Nurse, 7/E-631, Department of Public Health, San Francisco General Hospital Medical Center, 1/19/84. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

James R. Estes, 1934 Storekeeper, V21/E-3, Purchasing Department, Stores and Equipment Division, 3/16/84. (Calendar Item No. 23) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position. (Vote of 3 to 2: Commissioner Lee and Commissioner Texidor del Portillo dissenting).

Cornell E. Forrow, 3602 Library Page, 22/E-1, S. F. Public Library, 4/10/84. (Calendar Item No. 25) (4)

Action: Return name to list under waiver of certification. This waiver to remain in effect until removed by the General Manager, Personnel after evidence is produced of six (6) months of satisfactory employment in or out of the City and County service. Refer to EEO Unit to explore the possibility of other employment with the City and County.

Joseph Gordon, 1424 Clerk Typist, LT, San Francisco Police Department, Support Services Bureau, 1/10/84. (Calendar Item No. 22) (1)

Action: Over to the meeting of May 14, 1984 at request of Local 390/400.

R. Dale Hoefener, 1408 Principal Clerk, 25/CPE-2, Governmental Services, Recorder Office, 3/23/84. (Calendar Item No. 19) (5)

April 9, 1984: Over to the meeting of April 23, 1984 at Mr. Hoefener's request.



Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by Governmental Services Department.

Johnny Johnson, 2736 Porter, 122/E-49, Department of Public Health, San Francisco General Hospital Medical Center, 1/24/84. (Calendar Item No. 31) (6)

April 9, 1984: Over to the meeting of April 23, 1984 at request of Local 250.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of seven years work experience outside the City and County service. Not to be employed again by the Department of Public Health. (Vote of 4 to 1: Commissioner Powell dissents)

Juanita Kerlegan, 8106 Legal Process Clerk, 25/CPE-1, Superior Court, County Clerk, 2/24/84. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the County Clerk.

Fatemah Khostovan, 2320 Registered Nurse, 44/E-634, Department of Public Health, Laguna Honda Hospital, 3/20/84. (Calendar Item No. 34) (4)

March 26, 1984: Over to the meeting of April 23, 1984 at request of Ms. Khostovan's attorney.

Action: Off calendar.

Kathleen Madigan, 0280 Deputy Clerk, 8/P-15, Municipal Court, Criminal Division, 3/14/84. (Calendar Item No. 20) (5)

Action: Over to the meeting of May 14, 1984 at request of Mr. Madigan's attorney.

Patricia A. McConico, 2517 Jail Medical Technician, LT, Department of Public Health, Central Office, 4/6/84. (Calendar Item No. 33) (1)

Action: Off calendar at the request of Department of Public Health.





Dwight Monroe, 8280 Environmental Control Officer, LT, San Francisco Police Department, Muni Tranist Division, 3/13/84. (Calendar Item No. 21) (1)

April 9, 1984: Over to the meeting of April 23, 1984 at the request of Local 390/400.

Action: Over to the meeting of May 14, 1984 at request of Local 390/400.

Sheila Saleh, 1426 Senior Clerk Typist, 15/E-111, Department of Social Services, 4/5/84. (Calendar Item No. 28) (7)

Action: Over to the meeting of May 14, 1984 at request of Local 390/400.

Lesley Ann Sperring, 8202 Security Guard, 28/E-5, War Memorial, 3/23/84. (Calendar Item No. 24) (4)

Action: Return name to list. Not to be employed again by War Memorial/Performing Arts Center.

Harold D. Taft, 7381 Automotive Mechanic, 51/E-8, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/3/84. (Calendar Item No. 30) (7)

April 9, 1984: Over to the meeting of April 23, 1984 at the request of the Public Utilities Commission.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five years work experience outside the City and County service. Not to be employed again by the Public Utilities Commission. (Vote of 4 to 1: Commissioner Powell dissents)

Larry D. Williams, 9211 Airport Police Sergeant, 8/CPE-1, Airports Commission, Police Division, 3/5/84. (Calendar Item No. 26) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 14, 1984

PART I - 2:00 P.M.

DOCUMENTS DEPT.

MAY 31 1984

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Lee  
Commissioner Powell  
Commissioner Texidor del Portillo

Excused: Commissioner Gloyd  
Commissioner Munson

Commissioner Lee presided.

MINUTES: Regular Meeting of April 23, 1984.

Action: Approve.

- ANNOUNCEMENTS:
- A. The Commission announced that it had met in Executive Session with the City Attorney at Noon on May 14, 1984 to discuss two items in litigation and had taken the following action:
1. The Commission agreed to reconsider its September 12, 1983 action on the examinations for Class Q35 Assistant Inspector and Class Q50 Sergeant, San Francisco Police Department (File No. 3371-83).
  2. The Commission directed the City Attorney not to appeal a recent court decision in the examination for Class 1650 Accountant.
- B. The Commission announced that it had met with the City Attorney on Monday, May 7, 1984 at 4 P.M. to discuss legal issues related to the entrance examination for Class H2 Firefighter and that no action was taken.
- C. The Commission announced that its next meeting would be June 11, 1984 and that it would commence at 1 P.M. instead of 2 P.M. in Room 282 City Hall.

CLASSIFICATION MATTERS

1029-84 Classification survey of positions for the San Francisco Community College District. (Calendar Item No. 6)

| <u>Department</u>                | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                 | <u>Recommended<br/>Class</u>               |
|----------------------------------|---------------------|--|--|
| SF Community<br>College District | 1                   | 1446 Senior Clerk Ste-<br>nographer<br>(\$655B792) | 1426 Senior<br>Clerk Typist<br>(\$596B721) |
|                                  | 1                   | 1446 Senior Clerk Ste-<br>nographer<br>(\$655B792) | 1424 Clerk<br>Typist<br>(\$544B655)        |
|                                  | 1                   | 1632 Senior Account Clerk<br>(\$647B781)           | 1650 Accountant<br>(\$710B858)             |
|                                  | 1                   | 1446 Senior Clerk Ste-<br>nographer<br>(\$655B792) | 1426 Senior<br>Clerk Typist<br>(\$596B721) |



CLASSIFICATION MATTERS (cont.)

1029-84  
(cont.)

| <u>Department</u> | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u> | <u>Recommended<br/>Class</u>               |
|-------------------|---------------------|------------------------------------|--|
|                   | 1                   | 1424 Clerk Typist<br>(\$5448655)   | 1426 Senior<br>Clerk Typist<br>(\$5968721) |

Action: Adopt staff report.

1067-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series, as a Deputy Program Chief, Business and Operations Support, Community Mental Health Services. (Calendar Item No. 16)

April 23, 1984: Approve use of Class 9746 Staff Assistant VII, Special Project (\$1701 BW), to employ a Deputy Program Chief, Business and Operations Support, Community Mental Health Services. (Subsequent to this action the Commission unanimously rescinded the action on the request of Commissioner Lee and continued the matter to the meeting of May 14, 1984.)

Action: 1. Off calendar.

2. The Commission directed that the entire matter of the proposed reorganization of the Community Mental Health Services of the Department of Public Health be referred to the Civil Service Commission Equal Employment Opportunity (EEO) Unit to investigate the potential discriminatory impact of such reorganization pursuant to the Commission's jurisdiction under Charter Section 3.661c.

1075-84 Advance approval of proposed personal services contracts for the City Attorney's Office. (Calendar Item No. 5)

Action: 1. Approve for the 1984-85 Fiscal Year, all personal services contracts engaged in between the City Attorney's Office and Golden Gate University, Hastings College of Law, University of California at Berkeley, University of the Pacific, and the University of San Francisco for the purpose of securing the services of law student interns.

2. Advise the City Attorney's Office to submit semi-annual student intern affirmative action data to the Civil Service Commission EEO Unit for monitoring.

1079-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                 | <u>CONTRACTOR</u>                      |
|---------------|-----------------------------------|--|
| 468-83/84     | Retirement System                 | Warren, McVeigh, Griffin & Savage Inc. |
| 469-83/84     | Commission on the Status of Women | La Casa de las Madres                  |



1079-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                 | <u>CONTRACTOR</u>                                |
|---------------|-----------------------------------|--|
| 470-83/84     | Commission on the Status of Women | Women Organized to Make Abuse Non-Existent, Inc. |
| 471-83/84     | Social Services                   | Glide Memorial United Methodist Church           |
| 472-83/84     | Social Services                   | Dr. Robert F. Hicks                              |
| 473-83/84     | Social Services                   | Catholic Social Services                         |
| 474-83/84     | Social Services                   | Children's Home Society                          |
| 475-83/84     | Social Services                   | Potrero Hill Neighborhood House, Inc.            |
| 476-83/84     | Social Services                   | Geneva Social Development Center                 |
| 477-83/84     | Social Services                   | San Francisco Senior Center                      |
| 478-83/84     | Social Services                   | Recreation Center for the Handicapped            |
| 479-83/84     | Social Services                   | JACKIE   |
| 480-83/84     | Controller                        | Ron Ho Associates                                |
| 481-83/84     | Airports Commission               | Dames and Moore                                  |
| 482-83/84     | Airports Commission               | Epi-Center, Inc.                                 |
| 483-83/84     | Mayor's Office Criminal Justice   | Morrisania West; Maurice James                   |
| 484-83/84     | Mayor's Office Criminal Justice   | Central City Hospitality House                   |
| 485-83/84     | Mayor's Office Criminal Justice   | S.F. Educational Services                        |
| 486-83/84     | Mayor's Office Criminal Justice   | Legal Services for Children                      |
| 487-83/84     | Mayor's Office Criminal Justice   | Community Streetwork Center                      |
| 488-83/84     | Mayor's Office Criminal Justice   | Chinatown Youth Center                           |
| 489-83/84     | Mayor's Office Criminal Justice   | Catholic Social Services                         |
| 490-83/84     | Registrar of Voters               | DFM Associates                                   |
| 491-83/84     | Registrar of Voters               | Data General Service Inc.                        |
| 492-83/84     | Registrar of Voters               | Ralph Jacobson, The Integral Difference          |
| 493-83/84     | Sheriff                           | City College of San Francisco                    |
| 494-83/84     | Sheriff                           | Hastings College of Law                          |
| 495-83/84     | Sheriff                           | New College of Law, San Francisco                |





1079-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                       | <u>CONTRACTOR</u>                  |
|---------------|---|------------------------------------|
| 496-83/84     | Sheriff                                 | University of S.F., Law School     |
| 497-83/84     | Sheriff                                 | Golden Gate University, Law School |
| 498-83/84     | Sheriff                                 | Armstrong Law School               |
| 499-83/84     | Sheriff                                 | University of California, Berkeley |
| 500-83/84     | Sheriff                                 | Nathan Zilberg, M.D.               |
| 501-83/84     | Sheriff                                 | Occupational Health Services, Inc. |
| 502-83/84     | Sheriff                                 | Carolyn Block                      |
| 503-83/84     | Sheriff                                 | Aubrey O. Dent, M.D.               |
| 504-83/84     | Sheriff                                 | Thomas L. Montague                 |
| 505-83/84     | Art Commission                          | James E. Roberts-Ohbayashi Corp.   |
| 506-83/84     | Public Utilities Commission             | J.A. Boyd & Associates             |
| 507-83/84     | Public Utilities Commission             | Edgar, Dunn & Co.                  |
| 508-83/84     | Public Utilities Commission             | Ward and Associates                |
| 509-83/84     | Public Utilities Commission             | Robert Hicks                       |
| 510-83/84     | Public Utilities Commission             | Le Mac Enterprises                 |
| 511-83/84     | Public Utilities Commission             | Francis Morris                     |
| 512-83/84     | Public Works                            | California Pipe Survey, Inc.       |
| 513-83/84     | Public Works                            | Interactive Resources, Inc.        |
| 514-83/84     | Public Works                            | Max Management                     |
| 515-83/84     | Public Works                            | Max Management                     |
| 516-83/84     | Public Works                            | Laventhol & Horwath                |
| 517-83/84     | Public Works                            | Computerland of S.F.               |
| 518-83/84     | Public Works/<br>Clean Water            | Allstate Geotechnical Services     |
| 519-83/84     | Public Works/<br>Clean Water            | Geotechnical Consultants           |
| 520-83/84     | War Memorial/<br>Performing Arts Center | Air Mechanical Services            |
| 521-83/84     | Public Health                           | State of California                |



CLASSIFICATION MATTERS (cont.)

1079-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>   | <u>CONTRACTOR</u>   |
|---------------|---|---|
| 522-83/84     | Public Health   | Arthur Andersen & Co.   |
| 523-83/84     | Public Health   | S.F. Community Clinic Consortium                                |
| 524-83/84     | Public Health   | Lynn S. Kahn  |
| 525-83/84     | Public Health   | Scott Madover   |
| 526-83/84     | Public Utilities Commission   | Tanya Battle-Thomas   |
| 527-83/84     | Mayor's Office of Community Development                                     | Federal Department of Health & Human Services - Renee MacArthur |
| 528-83/84     | Port Commission   | Allstate Geotechnical Services                                  |
| 529-83/84     | Port Commission   | Harvey Haynes and Associates                                    |
| 530-83/84     | Port Commission   | Ben C. Gerwick, Inc.  |
| 531-83/84     | Mayor's Office  | Thomas Debrauske  |
| 532-83/84     | Mayor's Office  | Michael Kantor  |
| 533-83/84     | Registrar of Voters   | Diverse Integrated Systems                                      |
| 534-83/84     | Controller  | Berkeley Software-Ron Forsey                                    |
| Action:       | Adopt staff report; notify the offices of the Controller and the Purchaser. |   |

1080-84 Classification of seven positions in the Water Department and one position in the Public Utilities Commission. (Calendar Item No. 7)

Action:

1. Establish Class 1841 Rate Administrator (1983-84 Rate: Sch. 56.9 \$147081782; 1984-85 Rate: Sch. 58.3 \$157381909) as indicated in the staff report.
2. Allocate one position listed in the Water Department budget as A604 Rate Administrator to the new class.
3. Classify 6 positions in the Water Department as detailed in the staff report.
4. Classify 1 position in the Public Utilities Commission as detailed in the staff report.
5. Amend Annual Salary Ordinance Sections 47/470000/32001/001 and 40/400300/09051/001 administratively to reflect these actions.

COMPENSATION MATTERS

2170-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 8)



2170-84  
(cont.)

COMPENSATION MATTERS (cont.)

| <u>NAME AND CLASS</u>                             | <u>DEPARTMENT</u>                 | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-----------------------------------|-----------------------|-------------------------|
| Mary Flaherty<br>1426 Senior<br>Clerk Typist      | S.F. Unified<br>School District   | 3                     | 3                       |
| Joel Oseroff<br>2930 Psychiatric<br>Social Worker | Public Health                     | 2                     | 2                       |
| Annette Lonich<br>1426 Senior<br>Clerk Typist     | Board of<br>Supervisors           | 5                     | 5                       |
| Ruth A. Guzman<br>1426 Senior<br>Clerk Typist     | S.F. Unified<br>School District   | 2                     | 2                       |
| Teri L. Jackson<br>8176 Trial Attorney            | District<br>Attorney              | 4                     | 4                       |
| Chris Walker<br>7514 General<br>Laborer           | Public<br>Utilities<br>Commission | 5                     | 5                       |
| John Kernan<br>7514 General<br>Laborer            | Public<br>Utilities<br>Commission | 5                     | 5                       |
| Jerry Sullivan<br>8321 Counselor-<br>Boys Ranch   | Juvenile Court                    | 5                     | 5                       |

Action: Adopt staff report.

EXAMINATION MATTERS

3012-84 Request for reconsideration of staff's denial of a challenge of the examination announcement for Class 1658 Chief Accountant. (Calendar Item No. 20)

Action: Over to the meeting of June 11, 1984 at the request of the appellant.

3105-84 Appeal of staff action on protests of key answers for the written examination for Class 3428 Nursery Specialist. (Calendar Item No. 22)

April 23, 1984: Over to the meeting of May 14, 1984 at request of staff.

Action:

1. Adopt staff report on Items #4; #19; and 76.
2. Deny staff report on Item #15 - retain item.
3. Deny staff report on Items #27; #32; and #73 - retain original key answers; do not allow additional alternates.



EXAMINATION MATTERS (cont.)

- 3131-84 Request for reconsideration of staff's denial of a challenge of the requirements on the announcement for Class 2662 Director of Food Services. (Calendar Item No. 21)
- Action: Adopt staff report; deny request of Bonnie Dew.
- 3401-83 On remand from the the Superior Court for new hearing:  
Requests for reconsideration of action by the General Manager, Personnel, on protests on the oral examinations for Class 5208 Civil Engineer and Class 5206 Associate Civil Engineer.  
(Calendar Item No. 23)
- August 1, 1983: Over to the meeting of August 15, 1983.
- August 15, 1983: Cancel these examinations for Class 5206 Associate Civil Engineer and Class 5208 Civil Engineer; staff to present to Commission format for new examination prior to proceeding.
- Action: Over to the meeting of June 11, 1984 due to lack of a quorum. (To be calendared at 5:30 P.M.)
- 3682-83 Request for reconsideration of staff's denial of a protest of certain job-related knowledges, abilities and skills to be tested for Class 2140 Hospital Administrative Assistant - Administration.  
(Calendar Item No. 19)
- April 23, 1984: Over to the meeting of May 14, 1984 at request of appellant.
- Action: Adopt staff report; deny appeal of George Quan.

IN-SERVICE MATTERS

- 4356-84 Proposed amendment to Civil Service Commission Rule 13 - Reinstatement and Reappointment, Section 13.03 - Reappointment after Resignation. (Calendar Item No. 17))
- April 23, 1984: Post for adoption at the meeting of May 14, 1984.
- Action: Adopt.
- 4358-84 Request from the Department of Public Health for exception to the order of lay-off, Class 2250 Director of Clinical Services, Department of Public Health. (Calendar Item No. 9)
- April 23, 1984 Over to the meeting of May 14, 1984 at the request of Department of Public Health.
- Action: Off calendar at the request of the Department of Public Health.
- 4396-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 10)
- Action: Adopt staff report; approve requests for the duration indicated in the staff report.





IN-SERVICE MATTERS (cont.)

4403-84 Request for authorization to recodify, renumber, degenderize and correct clerical errors in the current Civil Service Commission Rules in order to issue new edition on July 1, 1984. (Calendar Item No. 13)

Action: Authorize the publication of a new edition of the Civil Service Commission Rules effective July 1, 1984 and to edit the current edition as is required by recodification, page and rule renumbering, degenderization, and correction of clerical errors.

4404-84 From Commissioner Carlota Texidor del Portillo:  
Proposed resolution mandating the continuation of certain personnel practices initiated during the tenure of the Compliance Agreement with the Office of Revenue Sharing, United States Department of the Treasury, as official Civil Service Commission policy. (Calendar Item No. 18)

Action: Adopt.

4410-84 Request for extension of holdover rights for Mr. Igene Edwards in Class 9102 Transit Car Cleaner. (Calendar Item No. 11)

Action: Adopt staff report; extend temporary holdover rights for Igene Edwards in Class 9102 Transit Car Cleaner.

4415-84 Proposed amendment to Appendix B of the Civil Service Commission Rules to increase the probationary period from six months to one-year for certain classes. (Calendar Item No. 12)

Action: Post for adoption at the meeting of June 11, 1984.

4416-84 Establishment of fee for copy of Civil Service Commission Rules and photocopies of documents. (Calendar Item No. 14)

Action: Pursuant to Administrative Code Section 8.26 establish the following fees:

1. For photocopies of Civil Service Commission records, documents, data and other material: 15 cents per page.
2. For copies of Civil Service Commission Rules effective with the July 1, 1984 edition: \$7.50 per copy.

Commissioners' New Business. (Calendar Item No. 15)

A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.



Commissioners' New Business (cont.)

|                     |   |
|---------------------|---|
| August 29, 1983:    | Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff. |
| September 19, 1983: | Over to the meeting of October 17, 1983.  |
| October 17, 1983:   | Over to the next meeting at the request of Mr. On's attorney.   |
| November 14, 1983:  | Over to the meeting of November 28, 1983 at the request of the Sheriff.   |
| November 28, 1983:  | Over to the meeting of December 19, 1983 at Mr. On's request.   |
| December 12, 1983:  | Over to the meeting of January 23, 1984 due to change in December meeting schedule.                                   |
| January 23, 1984:   | Over to the meeting of February 6, 1984 at the request of staff.  |
| February 6, 1984:   | Over to the meeting of March 12, 1984 by Commission action for further staff research.                                |
| March 12, 1984:     | Over to the meeting of March 26, 1984 at the request of Mr. On's attorney.  |
| March 26, 1984:     | Over to the meeting of May 14, 1984 at the request of Mr. On's attorney.  |

Action: Sustain medical rejection of Roland On for Class 8304 Deputy Sheriff.

B. Progress report from staff - Senior Management Service Project (Commissioner Lee).

No action taken. This item to appear on next calendar.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 14, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

August Baggao, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/20/84. (Calendar Item No. 39) (1)

February 27, 1984: Over to the meeting of March 26, 1984 at request of Transport Worker's Union.

March 26, 1984: Over to the meeting of May 14, 1984 at request of Transport Worker's Union.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Ying Kang Chen, 9163 Transit Operator, 3/E-116, Public Utilities Commission, Municipal Railway, 4/2/84. (Calendar Item No. 40) (2)

Action: Not to be employed again by the Public Utilities Commission as a Transit Operator.

Elena Diaz, 1428 Ward Clerk, LT, Department of Public Health, San Francisco General Hospital Medical Center, 4/27/84. (Calendar Item No. 35) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Thomas Garavaglia, 2310 Operation Room Technician, 4/E-8, Department of Public Health, San Francisco General Hospital Medical Center, 3/9/84. (Calendar Item No. 38) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



Rodolfo Gonzales, 2425 Radiology Technician, 9/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 4/30/84. (Calendar Item No. 36) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Joseph Gordon, 1424 Clerk Typist, LT, San Francisco Police Department, Support Services Bureau, 1/10/84. (Calendar Item No. 27) (1)

April 23, 1984: Over to the meeting of May 14, 1984 at request of Local 390/400.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the San Francisco Police Department.

Jean Henwood, 2320 Registered Nurse, 4/E-461, Department of Public Health, San Francisco General Hospital Medical Center, 3/20/84. (Calendar Item No. 33) (7)

April 9, 1984: Over to the meeting of May 14, 1984 at request of Department of Public Health.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

O'Dell Holcomb, 2708 Custodian, 2/E-47, Airports Commission, Custodial Division, 4/15/84. (Calendar Item No. 32) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Bernard Hutcherson, 2708 Custodian, 91/E57, Public Utilities Commission, Municipal Railway, 4/13/84. (Calendar Item No. 41) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.





Kathleen Madigan, 0280 Deputy Clerk, 8/P-15, Municipal Court, Criminal Division, 3/14/84. (Calendar Item No. 25) (5)

April 23, 1984: Over to the meeting of May 14, 1984 at request of Ms. Madigan's attorney.

Action: Off calendar at request of department.

Olin Merritt, 2760 Laundry Worker, 40/E-2, Department of Public Health, Laguna Honda Hospital, 5/15/84. (Calendar Item No. 37) (2)

Action: Off calendar at request of Department of Public Health.

Dwight Monroe, 8280 Environmental Control Officer, LT, San Francisco Police Department, Muni Transit Division, 3/13/84. (1)

April 9, 1984: Over to the meeting of April 23, 1984 at the request of Local 390/400.

April 23, 1984: Over to the meeting of May 14, 1984 at request of Local 390/400.

Action: Over to the meeting of June 11, 1984 at Mr. Monroe's request. The Commission stipulated that this would be the final continuance.

Johnny Peaks, 2708 Custodian, 124/E-2, San Francisco Unified School District, Custodial Services, 4/20/84. (Calendar Item No. 28) (4)

Action: Over to the meeting of June 11, 1984 at the request of the San Francisco Unified School District.

Sheila Saleh, 1426 Senior Clerk Typist, 15/E-111, Department of Social Services, 4/5/84. (Calendar Item No. 31) (7)

April 23, 1984: Over to the meeting of May 14, 1984 at request of Local 390/400.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Oliver Tyson, 2708 Custodian, 170/E-2, San Francisco Unified School District, Children's Centers, 4/9/84. (Calendar Item No. 29) (4)

Action: Over to the meeting of June 11, 1984.

Paul Walker, 7472 Wire Rope Cable Mechanic, 3/E-2, Public Utilities Commission, Municipal Railway, 4/21/84. (Calendar Item No. 42) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after evidence is submitted of satisfactory progress in a Rehabilitation Program. Satisfactory completion of one year's work experience outside the City and County service.



Jerold D. Wright, 8238 Police Communications Dispatcher, 10.5/CPE-1,  
San Francisco Police Department, Communications Bureau, 5/1/84.  
(Calendar Item No. 30) (7)

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the  
General Manager, Personnel. Not to be employed again by  
the San Francisco Police Department.



# SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee  
Howard S. Gloyd  
A. Lee Munson  
Genevieve Powell  
Carlota Texidor del Portillo

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING

MAY 29, 1984 - 4 P.M.

PUBLIC HEALTH AUDITORIUM, ROOM 300, THIRD FLOOR

101 GROVE STREET

JUN 14 1984

SAN FRANCISCO  
PUBLIC HEALTH DEPT

Present: Commissioner Lee  
Commissioner Gloyd  
Commissioner Munson  
Commissioner Powell  
Commissioner Texidor del Portillo (Excused at 6 P.M. following  
vote to rescind)

Commissioner Lee presided.

### EXAMINATION MATTERS:

3157-84 Consideration of the cut-off scores, weighting, and length of the eligible lists in the examinations for Class Q35 Assistant Inspector and Class Q50 Sergeant, San Francisco Police Department.

- September 12, 1983:
1. The cutoff for the written-multiple choice scores for Q-35 Assistant Inspector is set at 55% and 50% for Q-50 Sergeant.
  2. The weights for the three examination components for Q-35 Assistant Inspector shall be:

|                            |     |
|----------------------------|-----|
| Written-multiple choice    | 45% |
| Written communication test | 29% |
| Oral test                  | 26% |
  3. The weights for the three examination components for Q-50 Sergeant shall be:

|                            |     |
|----------------------------|-----|
| Written-multiple choice    | 41% |
| Written communication test | 29% |
| Oral test                  | 30% |
  4. The aggregate passing scores for all three components shall be 700 points. (File No. 3371-83)

(Vote of 3 to 2: Commissioners Powell and Salomon dissent)

- Action:
1. Rescind action of September 12, 1983.
  2. Over to Special Meeting on June 4, 1984.



# SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee  
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President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING

JUNE 4, 1984 - 10 A.M.

PUBLIC HEALTH AUDITORIUM, ROOM 300, THIRD FLOOR

101 GROVE STREET

Present: Commissioner Lee  
Commissioner Gloyd  
Commissioner Munson  
Commissioner Powell  
Commissioner Texidor del Portillo

Commissioner Lee presided.

### EXAMINATION MATTERS:

Consideration of the cut-off scores, weighting, and length of the eligible lists in the examinations for Class Q35 Assistant Inspector and Class Q50 Sergeant, San Francisco Police Department. (File No. 3157-84)

- September 12, 1983:
1. The cutoff for the written-multiple choice scores for Q-35 Assistant Inspector is set at 55% and 50% for Q-50 Sergeant.
  2. The weights for the three examination components for Q-35 Assistant Inspector shall be:

|                            |     |
|----------------------------|-----|
| Written-multiple choice    | 45% |
| Written communication test | 29% |
| Oral test                  | 26% |
  3. The weights for the three examination components for Q-50 Sergeant shall be:

|                            |     |
|----------------------------|-----|
| Written-multiple choice    | 41% |
| Written communication test | 29% |
| Oral test                  | 30% |
  4. The aggregate passing scores for all three components shall be 700 points. (File No. 3371-83)

(Vote of 3 to 2: Commissioners Powell and Salomon dissent)

- May 29, 1984:
1. Rescind action of September 12, 1983.
  2. Over to Special Meeting on June 4, 1984.

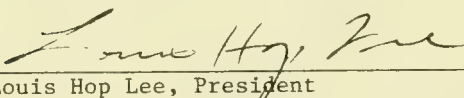
Action: 1. The weighting of the three components of the examinations shall be as follows:

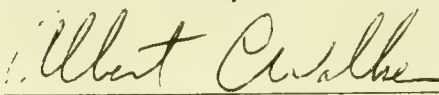




|  | <u>Multiple<br/>Choice</u> | <u>Written<br/>Skills</u>               | <u>Structured<br/>Oral</u>         |
|--|----------------------------|---|------------------------------------|
| A. Class Q50 Sergeant  | Pass/Fail<br>at 50%        | Pass/Fail<br>at standard<br>score of 60 | Rank order<br>on score<br>achieved |
| B. Class Q35 Assistant<br>Inspector  | Pass/Fail<br>at 55%        | Pass/Fail<br>at standard<br>score of 60 | Rank order<br>on score<br>achieved |
| 2. A. There shall be no more and no less than forty-five (45)<br>persons appointed and the positions filled from the Class<br>Q35 Assistant Inspector list and the list shall<br>thereupon expire; |                            |   |                                    |
| B. There shall be no more and no less than seventy-five (75)<br>persons appointed and the positions filled from the Class<br>Q50 Sergeant list and the list shall thereupon expire.                |                            |   |                                    |

The Meeting then adjourned.  
(Recorded by Richard S. Adams,  
Convention Reporting Service.)

  
Louis Hop Lee, President

  
Albert C. Walker, Acting Secretary



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 11, 1984

PART I - 1:00 P.M.

Present: Commissioner Gloyd

Commissioner Lee

Commissioner Munson

(Items Missed: Minutes, Consent Calendar,  
22, 43 and 45)

Commissioner Powell

(Items Missed: 22, 43 and 45)

Commissioner Texidor del Portillo

Commissioner Lee presided over Minutes, Election of Officers, Consent  
Calendar, Item 13A.

Commissioner Gloyd presided over the balance of the calendar.

MINUTES: Regular Meeting of May 14, 1984

Special Meeting of May 29, 1984

Special Meeting of June 4, 1984

DOCUMENTS DEPT.

JUN 21 1984

Action: Approve.

SAN FRANCISCO  
PUBLIC LIBRARY

(3)

ANNOUNCEMENTS

Executive Session of May 24, 1984

The Commission announced that it had met in Executive Session on May 24, 1984 with the City Attorney to discuss litigation pending in the examinations for Class Q35 Assistant Inspector and Class Q50 Sergeant, San Francisco Police Department and that it had agreed to hold a Special Meeting on these examinations as it relates to Civil Service Commission action of September 12, 1983. The Special Meeting to be held on June 4, 1984.

CLASSIFICATION MATTERS

1093-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>                                 |
|---------------|-------------------|---|
| 535-83/84     | Public Health     | San Francisco Volunteer Center                    |
| 536-83/84     | Public Health     | San Mateo-Div. of Mental Health Services          |
| 537-83/84     | Public Health     | OBEGA/ARRIBA JUNTOS                               |
| 538-83/84     | Public Health     | Progress Foundation                               |
| 539-83/84     | Public Health     | Cordilleras Health Center                         |
| 540-83/84     | Public Health     | Parent Infant Neighborhood Center, Inc.           |
| 541-83/84     | Public Health     | Audrey L. Smith Developmental Center, Inc.        |
| 542-83/84     | Public Health     | Dorothy Stapp, S.F. Suicide Prevention            |
| 543-83/84     | Public Health     | Roland Po S. Wong, Chinese Newcomers Service Inc. |



CLASSIFICATION MATTERS (cont.)

1093-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>  |
|---------------|-------------------|--|
| 544-83/84     | Public Health     | Oakes Children's Center  |
| 545-83/84     | Public Health     | Edgewood Children's<br>Center/Lucinda Weeks  |
| 546-83/84     | Public Health     | La Cheim Residential<br>Treatment Center   |
| 547-83/84     | Public Health     | Efficient Medical<br>Transportation  |
| 548-83/84     | Public Health     | Ramsell Corporation  |
| 549-83/84     | Public Health     | Bay Area Addiction Research<br>and Treatment, Inc.   |
| 550-83/84     | Public Health     | Bayview-Hunter's Point<br>Foundation for Community<br>Improvement (Bayview<br>Methadone Treatment) |
| 551-83/84     | Public Health     | California Detoxification<br>Programs, Inc.  |
| 552-83/84     | Public Health     | Center for Education &<br>Mental Health (Iris Project)   |
| 553-83/84     | Public Health     | S.F. Advisory Committee on<br>Drug Abuse   |
| 554-83/84     | Public Health     | S.F. Suicide Prevention,<br>Inc.   |
| 555-83/84     | Public Health     | Walden House, Inc.   |
| 556-83/84     | Public Health     | Westside Community Mental<br>Health Center   |
| 557-83/84     | Public Health     | Youth Projects, Inc.   |
| 558-83/84     | Public Health     | National Council on<br>Alcoholism-Bay Area   |
| 559-83/84     | Public Health     | California Alcoholism<br>Treatment Services (Redwood<br>Recovery Center)                           |
| 560-83/84     | Public Health     | Liberation House, Inc.   |
| 561-83/84     | Public Health     | California Alcoholism<br>Treatment Services (Golden<br>Gate for Seniors)                           |
| 562-83/84     | Public Health     | Bayview-Hunter's Point<br>Foundation for Community<br>Improvement                                  |
| 563-83/84     | Public Health     | California Alcoholism<br>Treatment Services (Mobile<br>Assistance Patrol)                          |
| 564-83/84     | Public Health     | Salvation Army-Bridgeway<br>Project  |
| 565-83/84     | Public Health     | Salvation Army-Detox Unit  |



1093-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>  |
|---------------|-------------------|--|
| 566-83/84     | Public Health     | Salvation Army-Women's Recovery Home   |
| 567-83/84     | Public Health     | Mission Council of Alcohol Abuse for the Spanish Speaking, Inc.              |
| 568-83/84     | Public Health     | Pride Foundation-18th Street Services  |
| 569-83/84     | Public Health     | Pride Foundation-Acceptance House  |
| 570-83/84     | Public Health     | Youth Projects, Inc. - HAATS   |
| 571-83/84     | Public Health     | Henry Ohlhoff House (Counseling Center)                                      |
| 572-83/84     | Public Health     | North of Market Sr. Health Council, Inc.                                     |
| 573-83/84     | Public Health     | Women's Alcoholism Center  |
| 574-83/84     | Public Health     | St Vincent de Paul Society   |
| 575-83/84     | Public Health     | Baker Places, Inc.   |
| 576-83/84     | Public Health     | Community Advisory Board, District V Health and Mental Health Services, Inc. |
| 577-83/84     | Public Health     | District I Community Advisory Board, Inc.                                    |
| 578-83/84     | Public Health     | District IV Citizens Advisory Board, Inc.                                    |
| 579-83/84     | Public Health     | Family Service Agency of San Francisco                                       |
| 580-83/84     | Public Health     | Instituto Familiar de la Raza, Inc.  |
| 581-83/84     | Public Health     | S.F. Mental Health Funds, Inc.   |
| 582-83/84     | Public Health     | Robert Solodow, Ph.D., Conrad House  |
| 583-83/84     | Public Health     | Telecare Corp., dba Garfield Geropsychiatric Hospital                        |
| 584-83/84     | Public Health     | Westside Community Mental Health Center                                      |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.





CLASSIFICATION MATTERS (cont.)

1095-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

| <u>NUMBER</u> | <u>DEPARTMENT</u>   | <u>CONTRACTOR</u>                        |
|---------------|---------------------|--|
| 585-83/84     | Commission on Aging | Asian Law Caucus                         |
| 586-83/84     | Commission on Aging | Bayview Hunter's Point Senior Center     |
| 587-83/84     | Commission on Aging | Bernal Heights Community Foundation      |
| 588-83/84     | Commission on Aging | Canon Kip Community House, Inc.          |
| 589-83/84     | Commission on Aging | Catholic Social Services                 |
| 590-83/84     | Commission on Aging | Church of the Advent                     |
| 591-83/84     | Commission on Aging | Family Service Agency                    |
| 592-83/84     | Commission on Aging | Filipino American Council                |
| 593-83/84     | Commission on Aging | Golden Gate Senior Services              |
| 594-83/84     | Commission on Aging | Kimochi, Inc.                            |
| 595-83/84     | Commission on Aging | Korean Community Services Center         |
| 596-83/84     | Commission on Aging | Legal Assistance to the Elderly          |
| 597-83/84     | Commission on Aging | Los Mayores DeCentro Latino              |
| 598-83/84     | Commission on Aging | Meals on Wheels                          |
| 599-83/84     | Commission on Aging | Mission Community Legal Defense          |
| 600-83/84     | Commission on Aging | Mission Neighborhood Centers             |
| 601-83/84     | Commission on Aging | Mt. Zion Hospital Geriatric Services     |
| 602-83/84     | Commission on Aging | Native American Indian Senior Center     |
| 603-83/84     | Commission on Aging | North of Market Health Council           |
| 604-83/84     | Commission on Aging | Operation Concern/Pacific Medical Center |
| 605-83/84     | Commission on Aging | Pleasure Endeavors Projects, Inc.        |
| 606-83/84     | Commission on Aging | Reality House West                       |
| 607-83/84     | Commission on Aging | Recreation Center for the Handicapped    |
| 608-83/84     | Commission on Aging | Russian American Community Services      |
| 609-83/84     | Commission on Aging | The Salvation Army                       |



1095-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>   | <u>CONTRACTOR</u>                               |
|---------------|---|---|
| 610-83/84     | Commission on Aging   | S.F. Council of Churches                        |
| 611-83/84     | Commission on Aging   | S.F. Home Health Services                       |
| 612-83/84     | Commission on Aging   | S.F. Senior Center-Downtown Branch              |
| 613-83/84     | Commission on Aging   | Self Help for the Elderly                       |
| 614-83/84     | Commission on Aging   | Senior Resources, Inc.                          |
| 615-83/84     | Commission on Aging   | Services for Seniors                            |
| 616-83/84     | Commission on Aging   | Support Services for Elders                     |
| 617-83/84     | Commission on Aging   | Third Baptist Church                            |
| 618-83/84     | Commission on Aging   | United Jewish Community Centers                 |
| 619-83/84     | Commission on Aging   | Visitacion Valley Community Center, Inc.        |
| 620-83/84     | Commission on Aging   | Western Addition Senior Citizens Service Center |
| 621-83/84     | Commission on Aging   | YMCA of San Francisco                           |
| 622-83/84     | Commission on Aging   | YWCA of San Francisco                           |
| Action:       | Adopt staff report; notify the offices of the Controller and the Purchaser. |   |

1096-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 7)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>  |
|---------------|-------------------|--|
| 623-83/84     | Public Health     | Richard Willis, Mt. Zion Hospital                        |
| 624-83/84     | Public Health     | Suicide Prevention: Friendship Line                      |
| 625-83/84     | Public Health     | Youth Projects, Inc.,/Haight Ashbury Free Medical Clinic |
| 626-83/84     | Public Health     | Pacific Medical Center-Operation Concern                 |
| 627-83/84     | Public Health     | Garden Sullivan Hospital, Pacific Medical Center         |
| 628-83/84     | Public Health     | VHH, Inc.  |
| 629-83/84     | Public Health     | Shanti Project   |
| 630-83/84     | Public Health     | S.F. AIDS Foundation                                     |
| 631-83/84     | Public Health     | Zohn Artman  |
| 632-83/84     | Public Health     | H.H. Brady, D.D.S.                                       |



CLASSIFICATION MATTERS (cont.)1096-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>               | <u>CONTRACTOR</u>                                      |
|---------------|---------------------------------|--|
| 633-83/84     | Public Health                   | Carolyn Harvey, DPM                                    |
| 634-83/84     | Public Health                   | Marty Jessup, R.N., M.S.                               |
| 635-83/84     | Public Health                   | Mr. John Romero Dental Lab.                            |
| 636-83/84     | Public Health                   | R.K. Davies Hospital                                   |
| 637-83/84     | Public Health                   | University of California                               |
| 638-83/84     | Public Health                   | S.F. Peer Review<br>Organization                       |
| 639-83/84     | Public Health                   | Family Service<br>Agency-Foster Grandparents           |
| 640-83/84     | Public Health                   | S.F. Mental Health Funds,<br>Inc. - CAAB               |
| 641-83/84     | Public Health                   | SFMCOP, Inc. Richard Yoder                             |
| 642-83/84     | Public Health                   | Family Service Agency/<br>T.A.P.P.                     |
| 643-83/84     | Public Health                   | Northeast Medical Services,<br>Wai-Man, M.D.           |
| 644-83/84     | Public Health                   | Mission Area Health Assoc.,<br>Gladys Sandlin          |
| 645-83/84     | Public Health                   | Mt. Zion Hospital, Patricia<br>Walton                  |
| 646-83/84     | Public Health                   | Regents, University of<br>California/SFGH, J.P. Perino |
| 647-83/84     | Public Health                   | Marshall & Stevens                                     |
| 648-83/84     | Public Health                   | Alfonso Jimenez  |
| 649-83/84     | Public Health                   | Felix Elizalde   |
| 650-83/84     | Public Health                   | Youth Environment Study,<br>Inc., Dr. Harvey Feldman   |
| 651-83/84     | Public Health                   | Rama-Selassie Barnwell                                 |
| 652-83/84     | Public Health                   | Dianne Desmond   |
| 653-83/84     | Chief Administrative<br>Officer | Deloitte Haskins & Sells                               |
| 654-83/84     | Chief Administrative<br>Officer | Deloitte Haskins & Sells                               |
| 655-83/84     | Chief Administrative<br>Officer | Edgar, Dunn & Company, Inc.                            |
| 656-83/84     | Chief Administrative<br>Officer | Edgar, Dunn & Company, Inc.                            |
| 657-83/84     | Chief Administrative<br>Officer | S.F. Convention & Visitors<br>Bureau                   |
| 658-83/84     | Chief Administrative<br>Officer | William Nickel   |



CLASSIFICATION MATTERS (cont.)1096-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>            | <u>CONTRACTOR</u>   |
|---------------|------------------------------|---|
| 659-83/84     | Chief Administrative Officer | Susan Naughton  |
| 660-83/84     | Public Works                 | Jerry Cadwell Consultants, Inc.                               |
| 661-83/84     | Public Works                 | Henry L. Chapot & Assoc.                                      |
| 662-83/84     | Public Works/<br>Clean Water | Testing Engineers, Inc.                                       |
| 663-83/84     | Port Commission              | Williams-Kuebelbeck & Assoc., Inc.                            |
| 664-83/84     | Port Commission              | Trans Trade, Inc.   |
| 665-83/84     | Airports Commission          | Rainbow International Carpet Dyeing                           |
| 666-83/84     | Airports Commission          | Better Carpet Care  |
| 667-83/84     | Sheriff                      | Terry Ellen Burns   |
| 668-83/84*    | Sheriff                      | Salvation Army  |
| 669-83/84     | Sheriff                      | Law Enforcement Psychological Services, Inc.                  |
| 670-83/84     | Fire Commission              | Dr. Jessica Gaynor  |
| 671-83/84     | Fire Commission              | Sports and Fitness Research Institute, Frank Verducci, Ed. D. |
| 672-83/84     | Public Utilities Commission  | YEI Engineers Inc.  |
| 673-83/84     | Public Utilities Commission  | Golden Gate Energy Center                                     |
| 674-83/84     | Public Utilities Commission  | S.F. Independent Living Project                               |
| 675-83/84     | Superior Court               | Carole Law  |
| 676-83/84     | Superior Court               | Kathleen Kiernan-Harrington                                   |
| 677-83/84     | Retirement System            | Alexander & Alexander   |
| 678-83/84     | Retirement System            | St. Francis Memorial Hospital                                 |
| 679-83/84     | District Attorney            | Dr. Dorie Klein   |
| 680-83/84     | District Attorney            | Pamela Wilson   |
| 681-83/84     | District Attorney            | Marcia Mim  |
| 682-83/84     | Controller                   | Precision Writing (Donna Long)                                |
| 683-83/84     | Controller                   | Corrine Hagan   |
| 684-83/84     | Controller                   | Ron Ho Associates   |
| 685-83/84     | Controller                   | PSW3, Inc.  |





CLASSIFICATION MATTERS (cont.)

1096-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>                           |
|---------------|-------------------|---|
| 686-83/84     | Controller        | Advanced Ventures, Inc.                     |
| 687-83/84     | Controller        | Huston Systems                              |
| 688-83/84     | Controller        | L. Ferris Systems                           |
| 689-83/84     | Controller        | L. Ferris Systems                           |
| 690-83/84     | Controller        | Medical Information Associates              |
| 691-83/84     | Retirement System | Mackay Shields Corp.                        |
| 692-83/84     | Retirement System | Scudder Stevens & Clark, Inc.               |
| 693-83/84     | Retirement System | Lehman Management Co., Inc.                 |
| 694-83/84*    | Retirement System | PIMCO Pacific Investment Management Company |
| 695-83/84     | Retirement System | Bankers Trust                               |
| 696-83/84     | Retirement System | George B. Springman, Inc.                   |

Action:

1. \*Contracts 668-83/84 and 694-83/84 off calendar at the request of the departments.
2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1097-84 Classification survey of positions in various city departments.  
(Calendar Item No. 8)

| <u>Department</u>                          | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                            | <u>Recommended<br/>Class</u> |
|--|---------------------|---|------------------------------|
| Municipal<br>Railway                       | 1                   | 1866 Systems &<br>Procedures<br>Supervisor<br>(\$1237B1499)   | Same                         |
| Public Health/<br>Laguna Honda<br>Hospital | 2                   | 2140 Hospital<br>Administrative<br>Assistant<br>(\$1088B1316) | Same                         |

Action: Adopt staff report.

1110-84 Classification survey of the Office of Community Development.  
(Calendar Item No. 13A)

Action: Over to the meeting of June 25, 1984.

COMPENSATION MATTERS

2207-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)



2207-84  
(cont.)

COMPENSATION MATTERS (cont.)

| <u>NAME AND CLASS</u>  | <u>DEPARTMENT</u>               | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|---------------------------------|-----------------------|-------------------------|
| Ray King<br>1104 Parking<br>Authority Director                                 | Parking<br>Authority            | 5                     | 5                       |
| Duane Hadley<br>8146 District<br>Attorney's Investigator                       | District<br>Attorney            | 5                     | 5                       |
| Donald Casimere<br>8126 Senior Investigator<br>Office of Citizen<br>Complaints | Citizen<br>Complaints           | 5                     | 5                       |
| Michael Slade<br>2458 Toxicologist   | Coroner                         | 5                     | 5                       |
| Genevieve Tilford<br>1446 Senior Clerk<br>Stenographer                         | Port Commission                 | 5                     | 5                       |
| Glenn Peck<br>2708 Custodian   | S.F. Unified<br>School District | 5                     | 5                       |
| Felice Vega<br>1446 Senior Clerk<br>Stenographer                               | S.F. Unified<br>School District | 4                     | 4                       |

Action: Adopt staff report.

EXAMINATION MATTERS

3012-84 Request for reconsideration of staff's denial of a challenge of the examination announcement for Class 1658 Chief Accountant. (Calendar Item No. 18)

May 14, 1984: Over to the meeting of June 11, 1984 at the request of the appellant.

Action: Adopt staff report; deny appeal of Carlos Luna.

3159-84 Superior Court ruling regarding the examination for Class 1650 Accountant. (Calendar Item No. 19)

Action: It is recommended that the staff in consultation with Local 21 and the employees represented by the law office of Gordon J. Lau devise a method for evaluating candidates' experience and skill using a common criteria based on substantiated information.

3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department; scoring examinations and preparing models related to probable outcomes. (Calendar Item No. 20)

Action: Over to the meeting of June 25, 1984 at request of staff.



EXAMINATION MATTERS (cont.)

3401-83 On remand from the Superior Court for new hearing: Requests for reconsideration of action by the General Manager, Personnel, on protests on the oral examinations for Class 5208 Civil Engineer and Class 5206 Associate Civil Engineer. (Calendar Item No. 22)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Cancel these examinations for Class 5206 Associate Civil Engineer and Class 5208 Civil Engineer; staff to present to Commission format for new examination prior to proceeding.

May 14, 1983: Over to the meeting of June 11, 1984 due to lack of a quorum.

Action: 1. Rescind action of August 15, 1983.  
2. Adopt staff report; deny request.

IN-SERVICE MATTERS

4415-84 Proposed amendment to Appendix B of the Civil Service Commission Rules to increase the probationary period from six months to one-year for certain classes. (Calendar Item No. 21)

May 14, 1984: Post for adoption at the meeting of June 11, 1984.

Action: Adopt.

4482-84 Special Report - Class 2302 Orderly - Lawrence A. Abney. (Calendar Item No. 14)

Action: Adopt staff report. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

4494-84 Special Report - Class 8320 Counselor - Patricia Abadesco. (Calendar Item No. 15)

Action: Adopt staff report. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one (1) year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

4495-84 Request for extension of holdover rights for fifteen (15) employees in Class 3280 Assistant Recreation Director. (Calendar Item No. 12)

Action: Adopt staff report; approve request for extension of holdover rights for fifteen (15) employees in Class 3280 Assistant Recreation Director.



IN-SERVICE MATTERS (cont.)

4498-84 Appeal by Department of Public Health of the Disability Transfer of Mr. Harry Seagrave to the Department of Public Health in Class 1404 Clerk. (Calendar Item No. 17)

Action: Over to the meeting of June 25, 1984.

4503-84 Employee Training Reimbursement Program. (Calendar Item No. 11)

Action: Approve Employee Training Reimbursement Program revision.

4512-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 10)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

4513-84 Request by the Public Utilities Commission to review future employability of four (4) terminated non-Civil Service appointees in Class 9163 Transit Operator. (Calendar Item No. 16)

Action: Adopt staff report. Cancel all current eligibility status for Class 9163 Transit Operator of Donald Eesley, Walter Ferguson, Bob Lee and Ping C. Yick. Future employment in Class 9163 Transit Operator subject to review and approval of General Manager, Personnel.

Commissioners' New Business. (Calendar Item No. 13)

Progress report from staff - Senior Management Service Project (Commissioner Lee).

No action taken.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 11, 1984

PART II - 4 & 5 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Adrian Alcantara, 1428 Ward Clerk, 37/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/18/84. (Calendar Item No. 44) (4)

Action: Over to the meeting of June 25, 1984 at request of Local 250A.

Suzanne Andersen, 2320 Registered Nurse, 9/E-643, Department of Public Health, San Francisco General Hospital Medical Center, 5/9/84. (Calendar Item No. 42) (4)

Action: Over to the meeting of July 9, 1984 at the request of Ms. Andersen's attorney.

John S. Bell, 8320 Counselor, Juvenile Hall, 43/CPE-1, Juvenile Court, Juvenile Hall, 5/25/84. (Calendar Item No. 30) (4)

Action: Return name to list.

Saundra Blanchard, 1428 Ward Clerk, 15/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/17/84. (Calendar Item No. 45) (4)

Action: Over to the meeting of June 25, 1984.

Luis Espinoza, 1626 Junior Account Clerk, 3/E-6, Retirement System, Workers' Compensation Division, 5/22/84. (Calendar Item No. 31) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Retirement System.

Lambert Glaspie, Jr., 2708 Custodian, 121/E-57, Department of Public Works, Building Repair, 5/15/84. (Calendar Item No. 35) (6)



AMENDED

JUNE 11, 1984 CSC MEETING

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Reconsideration of Civil Service Commission action of March 12, 1984 (Commissioners Lee, Powell and Texidor del Portillo):  
Alberto Guadamuz, 1404 Clerk, 20/CPE-1, Public Utilities Commission, Personnel Division, 1/31/84. (Calendar Item No. 39) (6)

February 27, 1984: Over to the meeting of March 12, 1984 at Mr. Guadamuz's request.

March 12, 1984: Not to be employed again by the Public Utilities Commission.

Action: 1. Rescind action of March 12, 1984.

DOCUMENTS DEPT.

2. Off calendar at the request of the Public Utilities Commission.

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Marsha Harbor, 9202 Airport Communications Operator, Airports Commission, Communications Division, 5/21/84. (Calendar Item No. 37) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Glenn Martin, 2760 Laundry Worker, 6/E-1, Department of Public Health, Laguna Honda Hospital, 6/28/82. (Calendar Item No. 48) (7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Richard McDonald, 2736 Porter, 113/E-52, Department of Public Health, Laguna Honda Hospital, 6/8/84. (Calendar Item No. 47) (2)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Harvey McDowell, 9163 Transit Operator, 212/E-116, Public Utilities Commission, Municipal Railway, 5/18/84. (Calendar Item No. 40) (2)

Action: Over to the meeting of June 25, 1984 at the request of the Transport Workers' Union.



Dwight Monroe, 8280 Environmental Control Officer, LT, San Francisco Police Department, Muni Transit Division, 3/13/84. (Calendar Item No. 26) (1)

April 9, 1984: Over to the meeting of April 23, 1984 at the request of Local 390/400.

April 23, 1984: Over to the meeting of May 14, 1984 at request of Local 390/400.

May 14, 1984: Over to the meeting of June 11, 1984 at Mr. Monroe's request. The Commission stipulated that this would be the final continuance.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Cheng Pan, 2604 Food Service Worker, 90/E-6, Department of Public Health, San Francisco General Hospital Medical Center, 5/18/84. (Calendar Item No. 43) (4)

Action: Return name to list under waiver of certification. This waiver to remain in effect until removed by the General Manager, Personnel after presentation of evidence of satisfactory completion of a recognized program of English as a Second Language.

Johnny Peaks, 2708 Custodian, 124/E-2, San Francisco Unified School District, Custodial Services, 4/20/84. (Calendar Item No. 33) (4)

May 14, 1984: Over to the meeting of June 11, 1984 at the request of the San Francisco Unified School District.

Action: Off calendar at the request of the San Francisco Unified School District.

Mark Pittman, 1404 Clerk, 97/CPE-1, Retirement System, Workers' Compensation Division, 5/18/84. (Calendar Item No. 28) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Retirement System.

Bruce O. Powell, Q-2 Police Officer, 168/E-91, San Francisco Police Department, Community Relations Division, 5/24/84. (Calendar Item No. 36) (6)

Action: Not to be employed again by the San Francisco Police Department.



Arthur J. Rose, 7346 Painter, 10/E-7, Department of Public Works, Building Repair, 4/25/84. (Calendar Item No. 34) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Don Schechter, 1812 Assistant Retirement Analyst, 15/E-1, Retirement System, Retirement Services Division, 5/22/84. (Calendar Item No. 29) (4)

Action: Dismiss from the service.

Daniel Seigel, 2320 Registered Nurse, 3/E-517, Department of Public Health, San Francisco General Hospital Medical Center, 4/13/84. (Calendar Item No. 46) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Charles Terrell, 9126 Transit Traffic Checker, 4/E-2, Public Utilities Commission, Municipal Railway, 6/1/84. (Calendar Item No. 41) (7)

Action: Over to the meeting of June 25, 1984 at request of Local 390/400.

Daniel Thomas, 8440 Probation Officer, LT, Adult Probation, Supervision Division, 2/23/84. (Calendar Item No. 25) (1)

March 12, 1984: Over to the meeting of June 11, 1984 at Mr. Thomas' request.

Action: Over to the meeting of July 23, 1984 at Mr. Thomas' request.

Sheba H. Truong, 1424 Clerk Typist, 41/E-6, District Attorney, Family Support Bureau, 5/8/84. (Calendar Item No. 27) (4)

Action: Return name to list under waiver of certification until medically cleared by a designated Civil Service Commission physician.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 24) (1)

February 6, 1984: Over to the meeting of February 27, 1984 at Mr. Tull's request.





February 27, 1984: Over to the meeting of April 9, 1984 at Mr. Tull's request.

April 9, 1984: Over to the meeting of June 11, 1984 at request of Mr. Tull's attorney.

Action: Over to the meeting of June 25, 1984 at request of San Francisco Police Department.

Oliver Tyson, 2708 Custodian, 170/E-2, San Francisco Unified School District, Children's Centers, 4/9/84. (Calendar Item No. 32) (4)

May 14, 1984: Over to the meeting of June 11, 1984.

Action: Future employment in Class 2708 Custodian subject to the review and approval of the General Manager, Personnel after completion of 18 months of satisfactory service in or out of the City and County service.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 25, 1984

PART I - 2:00 P.M.

Present: Commissioner Lee  
Commissioner Powell  
Commissioner Texidor del Portillo  
Excused: Commissioner Gloyd  
Commissioner Munson  
Commissioner Texidor del Portillo presided.

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MINUTES: Regular Meeting of June 11, 1984

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Action: Approve.

ANNOUNCEMENT

The Commission announced that it had met in Executive Session earlier this date with the City Attorney to discuss the entrance examination for Class H2 Firefighter. Commissioners Lee, Powell, and Texidor del Portillo were present. No action was taken.

CLASSIFICATION MATTERS

1110-84 Classification survey of the Mayor's Office of Community Development. (Calendar Item No. 12)

Action: Adopt staff report.

1111-84 Classification of one budgeted position in the new Class 2438 Administrative Director, Radiology and amendment of specification for Classification 2431 Chief Radiologic Technologist, San Francisco General Hospital. (Calendar Item No. 5)

Action: Adopt staff report.

1. Establish new classification of 2438 Administrative Director, Radiology (84/85 Rate Sch. 56.5 J, Z \$144381748).
2. Allocate one position approved in the 1983-84 budget as A537 Radiology Department Manager (Sch. 55.7 J \$138881682) to Class 2438 Administrative Director, Radiology.
3. Amend Section 860100 of the Annual Salary Ordinance accordingly.
4. Advise the Department to submit a supplemental appropriation to revise its 1984-85 budget reflecting this budgetary change.
5. Amend the specification for Classification 2431 Chief Radiologic Technologist.



CLASSIFICATION MATTERS (cont.)

1113-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>  |
|---------------|-------------------|--|
| 697-83/84     | Public Health     | Pacific Mental Health Services                             |
| 698-83/84     | Public Health     | S.F. Medical Ctr-Outpatient Improvement Programs, Inc.     |
| 699-83/84     | Public Health     | Richard Park-Travelers Aid                                 |
| 700-83/84     | Public Health     | Crestwood Manor  |
| 701-83/84     | Public Health     | Youth Projects, Inc.                                       |
| 702-83/84     | Public Health     | Regents of the University of California Center on Deafness |
| 703-83/84     | Public Health     | Center for Education & Mental Health                       |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1116-84 Classification survey of positions in the Department of Public Health. (Calendar Item No. 6)

| <u>Department</u>      | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u>                      | <u>Recommended Class</u> |
|------------------------|-----------------|---|--------------------------|
| Public Health/<br>SFGH | 8               | 1428 Ward Clerk (\$6088735)                         | Same                     |
|                        | 36              | 2320 Registered Nurse (\$106881212)                 | Same                     |
|                        | 1               | 2323 Clinical Nurse Specialist (\$133681618)        | Same                     |
| Public Health/<br>CMHS | 1               | 2932 Senior Psychiatric Social Worker (\$106281285) | Same                     |

Action: Adopt staff report.

1117-84 Request to make an exempt appointment in Class 1881 Assistant Director, Systems and Data Processing at the fifth step per Charter Section 8.300(5). (Calendar Item No. 7)

Action: Adopt staff report.

1. Approve the exempt appointment of Ms. Judith Johnston to a position in Class 1881 Assistant Director, Systems and Data Processing in accordance with Charter Section 8.300(5) until an eligible list is established.
2. Approve the appointment of Ms. Judith Johnston at the fifth step of the range for Class 1881 (1984-85 \$2551 bi-weekly, \$66,482 annually) per the authority of Section VII A.3.B. of the Salary Standardization Ordinance.



CLASSIFICATION MATTERS (cont.)

1118-84    Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>                                    |
|---------------|--------------------------------|--|
| 704-83/84     | Social Services                | St. Vincent de Paul Society                          |
| 705-83/84     | Social Services                | Hospitality House Inc.                               |
| 706-83/84     | Social Services                | The Episcopal Church<br>Sanctuary                    |
| 707-83/84     | Social Services                | Salvation Army                                       |
| 708-83/84     | Social Services                | Conard House, Inc., Robert<br>Solodow, Ph.D.         |
| 709-83/84     | Social Services                | International Institute of<br>S.F.                   |
| 710-83/84     | Social Services                | Family Service Agency of<br>S.F.                     |
| 711-83/84     | Social Services                | Audrey L. Smith<br>Developmental Center              |
| 712-83/84     | Social Services                | Children's Home Society                              |
| 713-84/84     | Social Services                | S.F. Society for Prevention<br>of Cruelty to Animals |
| 714-83/84     | Social Services                | Terry Burns, Ed.D.                                   |
| 715-83/84     | Controller                     | Programming Resources Co.                            |
| 716-83/84     | Controller                     | Gentry Inc.  |
| 717-83/84     | Controller                     | Computer Synergy, Inc.                               |
| 718-83/84     | Controller                     | Systems Management<br>Facilities                     |
| 719-83/84     | Controller                     | Poolman, Shih & Platten,<br>Inc.                     |
| 720-83/84     | Controller                     | R.J. Systems   |
| 721-83/84     | Controller                     | West Marin Associates                                |
| 722-83/84     | Controller                     | Berkeley Software                                    |
| 723-83/84     | Controller                     | PSW3, Inc.   |
| 724-83/84     | Controller                     | Berkeley Software                                    |
| 725-83/84     | Public Utilities<br>Commission | Michael Baker Jr., Inc.                              |
| 726-83/84     | Public Works                   | Everett Brandon Associates                           |
| 727-83/84     | Public Works                   | Caltrans District 4,<br>Construction Branch          |
| 728-83/84     | Public Works                   | Dr. John E. Westfall                                 |
| 729-83/84     | Public Works                   | The Design Partnership,<br>John Kibi                 |





1118-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>           | <u>CONTRACTOR</u>  |
|---------------|-----------------------------|--|
| 730-83/84     | Public Works                | Warren Industries  |
| 731-83/84     | Public Works                | Architectural Resources Group  |
| 732-83/84     | Real Estate                 | KCA Engineers, Inc.  |
| 733-83/84     | Chief Administrative Office | Independent Paper Stock, Jerry Richards  |
| 734-83/84     | Asian Art Museum            | Rene-Yvon d'Argence  |
| 735-83/84     | Public Health               | S.F. Hearing & Speech Center   |
| 736-83/84     | Public Health               | Arthur Andersen & Co.  |
| 737-83/84     | Public Health               | Arthur Andersen & Co.  |
| 738-83/84     | Public Health               | Braun Optical Co.  |
| 739-83/84     | Public Health               | S.F. Senior Center, Downtown Branch  |
| 740-83/84     | Public Health               | Visiting Health Hospice  |
| 741-83/84     | Public Health               | Trauma Center Foundation   |
| 742-83/84     | Public Health               | Youth Projects/The Haight Ashbury Free Medical Clinic  |
| 743-83/84     | Public Health               | California League for the Handicapped, Inc.  |
| 744-83/84*    | Public Health               | Aquarius Public Management Inc.  |
| 745-83/84     | Public Health               | Korn/Ferry International   |
| 746-83/84     | City Planning               | Chambers & Associates, Cliff Chambers  |
| 747-83/84     | Port Commission             | Deloitte, Haskins & Sells  |
| 748-83/84     | Port Commission             | Randall S. Rossi, Ph.D.  |
| 749-83/84     | Controller                  | Russell Information Services   |
| 750-83/84     | Controller                  | McCaffery Systems  |
| Action:       | 1.                          | *Contract Number 744-83/84 over to the meeting of July 23, 1984.                                       |
|               | 2.                          | Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser. |

COMPENSATION MATTERS

2217-84 Charter amendment allowing up to 10% of compensation in the form of benefits. (Calendar Item No. 13)

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.



COMPENSATION MATTERS (cont.)

2218-84 Charter amendment to limit the number of annual employee holidays.  
(Calendar Item No. 14)

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.

EXAMINATION MATTERS

3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department: scoring examinations and preparing models related to probable outcomes.  
(Calendar Item No. 21)

June 11, 1984: Over to the meeting of June 25, 1984 at request of staff.

Action: Staff authorized to proceed with the scoring of the unscored test components for the purpose of determining reliability and validity.

3184-84 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniform classifications, for Fiscal Year 1984-85. (Calendar Item No. 48)

Action: The following numerical listing will be used as the third alternative for breaking tie scores exclusive of the uniformed ranks of the San Francisco Police and San Francisco Fire Department for fiscal year 1984-85:  
#1-9; #2-4; #3-7; #4-1; #5-0; #6-5; #7-3; #8-8; #9-2; #10-6.

3185-84 Appeals of staff's denial of protests on the qualifications appraisal interview component of the examination for Class Q60 Lieutenant, San Francisco Police Department. (Calendar Item No. 19)

Action: Over to the meeting of July 9, 1984. The San Francisco Police Department Consent Decree Unit will provide the data requested by the San Francisco Police Officers Association with the stipulation that the data will be reviewed by a statistician and raw data will not be released.

3697-83 Appeal of action of General Manager, Personnel on protest of the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department.  
(Calendar Item No. 20)

January 9, 1984:

1. Schedule of administration to be maintained.
2. Other issues, *i.e.*, test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.
3. The Commission will not consider any written material distributed at meetings.

Action: Over to the meeting of July 23, 1984.



IN-SERVICE ACTIVITIES

4498-84 Appeal by Department of Public Health of the Disability Transfer of Mr. Harry Seagrave to the Department of Public Health in Class 1404 Clerk. (Calendar Item No. 15)

June 11, 1984: Over to the meeting of June 25, 1984.

Action: Off calendar; appeal withdrawn.

4551-84 Affirmative Action Plan and Utilization Analysis Update. (Calendar Item No. 16)

Action: Over to the meeting of July 23, 1984.

4552-84 Proposed amendment to Civil Service Commission Rule 36 - Transport Workers Union San Francisco Municipal Railway Trust Fund, Section 36.02 - Determination of Dollar Value of Differences in Benefits. (Calendar Item No. 8)

Action: Off calendar.

4553-84 Proposed amendment to Civil Service Commission Rule 18 - Status Rights, adding Section 18.14 - Salary Step Placement Resulting From Status Grant. (Calendar Item No. 9)

Action: Post for adoption following meet and confer.

4554-84 Charter amendment (second draft) amending Section 3.501 to require two-week written notice of termination for employees. (Calendar Item No. 18)

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.

4555-84 Request for extension of holdover rights for Mr. Hugh Macbeth in Class 2932 Senior Psychiatric Social Worker. (Calendar Item No. 10)

Action: Adopt staff report; extend holdover rights for Mr. Hugh Macbeth in Class 2932 Senior Psychiatric Social Worker.

4556-84 Commendation for Patrick Gibbons, Civil Service Commission. (Commissioner Lee) (Calendar Item No. 11)

Action: Approve.



IN-SERVICE ACTIVITIES (cont.)

4557-84 Investigation of the potential discriminatory impact of the proposed reorganization of the Department of Public Health, Community Mental Health Services. (Calendar Item No. 17)

May 14, 1984: The Commission directed that the matter of the proposed reorganization of the Community Mental Health Services (CMHS) of the Department of Public Health be referred to the Civil Service Commission Equal Employment Opportunity (EEO) Unit to investigate the potential discriminatory impact of such reorganization pursuant to the Commission's jurisdiction under Charter Section 3.661c.

Action: Over to the meeting of July 23, 1984.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 25, 1984

PART II - 4 & 5 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Derrick Adams, 9163 Transit Operator, 208/E-116, Public Utilities Commission, San Francisco Municipal Railway, 5/1/84. (Calendar Item No. 43) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Adrian Alcantara, 1428 Ward Clerk, 37/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/18/84. (Calendar Item No. 25) (4)

June 11, 1984: Over to the meeting of June 25, 1984 at request of Local 250A.

Action: Over to the meeting of July 9, 1984 at the request of Local 250A.

Peter Balestreri, Q-2 Police Officer, 409/E-90 M, San Francisco Police Department, Personnel and Training Division, 6/7/84. (Calendar Item No. 30) (7)

Action: Not to be employed again by the San Francisco Police Department.

Sandra Blanchard, 1428 Ward Clerk, 15/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/17/84. (4)

June 11, 1984: Over to the meeting of June 25, 1984.

Action: Over to the meeting of July 9, 1984.

Ernest R. Bowring, 1426 Senior Clerk Typist, 2/CPE-19, Department of Public Works, Water Pollution Control Division, 5/15/84. (Calendar Item No. 44) (4)

Action: Over to the meeting of July 23, 1984 at Mr. Bowring's request.



Alfredo Chen-Apuy, 1920 Inventory Clerk, 12/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 6/11/84. (Calendar Item No. 27) (4)

Action: Over to the meeting of July 9, 1984 at Mr. Chen-Apuy's request.

Denise Deshay, 9163 Transit Operator, Public Utilities Commission, San Francisco Municipal Railway, 10/8/82. (Calendar Item No. 41) (2)

December 13, 1984: Over to the meeting of January 3, 1983 at request of Transport Workers' Union.

January 3, 1984: Recessed to the meeting of January 7, 1984.

January 7, 1984: Off calendar. Ms. Deshay or her representative to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Anna Fabiana, 1424 Clerk Typist, Department of Public Health, San Francisco General Hospital Medical Center, 3/30/84. (Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Ciro M. Ganoza, 7372 Water Pollution Control, LT, Department of Public Works, Water Pollution Control Division, 4/30/84. (Calendar Item No. 35) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

John Hason, 1630 Account Clerk, 171/CPE-1, Department of Social Services, 6/18/84. (Calendar Item No. 40) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.



Joseph M. Hession, Jr., Q-2 Police Officer, 75/E-93, San Francisco Police Department, Personnel and Training Division, 6/7/84. (Calendar Item No. 31) (7)

Action: Not to be employed again by the San Francisco Police Department.

Claud High, 9163 Transit Operator, 121/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/23/84. (Calendar Item No. 36) (3)

Action: Off calendar at the request of Public Utilities Commission.

Janis Hill, 1424 Clerk Typist, 2/CPE-55, Department of Public Works, Street Cleaning, 5/24/84. (Calendar Item No. 39) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Kenneth J. Mathis, Q-2 Police Officer, V124/E-90 M, San Francisco Police Department, Personnel and Training Division, 5/24/84. (Calendar Item No. 32) (7)

Action: Over to the meeting of July 9, 1984 at the request of Mr. Mathis' attorney.

Harvey McDowell, 9163 Transit Operator, 212/E-116, Public Utilities Commission, San Francisco Municipal Railway, 5/18/84. (Calendar Item No. 42) (2)

June 11, 1984: Over to the meeting of June 25, 1984 at the request of the Transport Workers' Union.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again in Class 9163 Transit Operator.

Lillian Rodriguez, 1424 Clerk Typist, 52/E-113, Department of Social Services, 4/30/84. (Calendar Item No. 45) (6)

Action: Over to the meeting of July 23, 1984 at request of Department of Social Services.

Paul M. Sanchez, Q-2 Police Officer, 115/E-90 M, San Francisco Police Department, Personnel and Training Division, 5/24/84. (Calendar Item No. 33) (7)

Action: Over to the meeting of July 9, 1984 at the request of Mr. Sanchez's attorney.



Anne Sessions, 1424 Clerk Typist, 2/CPE-39, Human Rights Commission, 5/25/84. (Calendar Item No. 38) (4)

Action: Return name to list. Not to be employed again by Human Rights Commission or Commission on Status of Women

Juan Sosa, 2905 Senior Eligibility Worker, 10/CPE-2, Department of Social Services, 4/30/84. (Calendar Item No. 46) (6)

Action: Over to the meeting of July 23, 1984 at the request of the Department of Social Services.

Charles Terrell, 9126 Transit Traffic Checker, 4/E-2, Public Utilities Commission, San Francisco Municipal Railway, 6/1/84. (Calendar Item No. 47) (7)

June 11, 1984: Over to the meeting of June 25, 1984 at request of Local 390/400.

Action: Not to be employed again by the Public Utilities Commission.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 23) (1)

February 6, 1984: Over to the meeting of February 27, 1984 at Mr. Tull's request.

February 27, 1984: Over to the meeting of April 9, 1984 at Mr. Tull's request.

April 9, 1984: Over to the meeting of June 11, 1984 at request of Mr. Tull's attorney.

June 11, 1984: Over to the meeting of June 25, 1984 at request of San Francisco Police Department.

Action: Over to the meeting of July 9, 1984 at the request of Mr. Tull's attorney.

Lucia Villamarin, 1626 Junior Account Clerk, 13/E-6, Retirement System, Workers' Compensation Division, 6/8/84. (Calendar Item No. 28) (4)

Action: Return name to list. Not to be employed again by the Retirement System.

Linda Washington, 2302 Orderly, 111/E-312, Department of Public Health, Laguna Honda Hospital, 6/8/84. (Calendar Item No. 26) (4)

Action: Future employment with the Department of Public Health subject to review and approval of the General Manager, Personnel after six (6) months of satisfactory work experience in or out of the City and County Service.

On-Pong Yeung, 9163 Transit Operator, 837/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/29/84. (Calendar Item No. 37) (3)

Action: Off calendar at request of the Public Utilities Commission.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 9, 1984

PART I - 2:00 P.M.

Present: Commissioner Lee  
Commissioner Munson  
Commissioner Powell  
Excused: Commissioner Gloyd  
Commissioner Texidor del Portillo  
Commissioner Munson presided as Chair Pro Tempore.

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MINUTES: Regular Meeting of June 25, 1984

Action: Approve.

CLASSIFICATION MATTERS

1130-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>   |
|---------------|-------------------|---|
| 751-83/84     | Public Health     | Superior Business Service   |
| 752-83/84     | Public Health     | El Dorado Guidance Center   |
| 753-83/84     | Public Health     | Community Crisis Services of S.F.   |
| 754-83/84     | Public Health     | Bayview-Hunter's Point Hospital and Clinic  |
| 755-83/84     | Public Health     | Arthur Hauk, Langley Porter Hospital and Clinic                                     |
| 756-83/84     | Public Health     | Mt. Zion Hospital and Medical Center, Michael Baiad                                 |
| 757-83/84     | Public Health     | Richmond Area Multi-Services, Inc.  |
| 758-83/84     | Public Health     | MSC Psychiatric Services Corp.  |
| 759-83/84     | Public Health     | St. Mary's Hospital Medical Center, McAuley Institute                               |
| 760-83/84     | Public Health     | Southeast Mental Health Center Community Advisory Board, Inc.                       |
| 761-83/84     | Public Health     | University of California, S.F.; Department of Psychiatry Program Evaluation Service |
| 762-83/84     | Public Health     | Patients' Rights Advocacy Services, Inc.  |
| 763-83/84     | Public Health     | Children's Hospital of San Francisco  |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1134-84 Classification survey of one position in the Treasurer's Office.  
(Calendar Item No. 6)

| <u>Department</u>          | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>       | <u>Recommended<br/>Class</u>                   |
|----------------------------|---------------------|--|--|
| Treasurer-Tax<br>Collector | 1                   | 1632 Senior Account Clerk<br>(\$6748814) | 1634 Principal<br>Account Clerk<br>(\$7668925) |

Action: Adopt staff report.

1135-84 Request from the City Attorney's Office to utilize Class 9736 Staff Assistant II, Special Project to employ Legal Interns for a period not to exceed 12 months. (Calendar Item No. 7)

Action: Adopt staff report. Approve use of Class 9736 Staff Assistant II, Special Project (\$839 BW) to employ two (2) to four (4) Legal Interns for the Office of the City Attorney for a period not to exceed twelve (12) months.

1136-84 Amend the specification for Class 7283 Track Maintenance Superintendent and classify one position previously authorized.  
(Calendar Item No. 8)

Action: Adopt staff report.

1137-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                                | <u>CONTRACTOR</u>                 |
|---------------|--|-----------------------------------|
| 1-84/85       | Office of the Mayor                              | Work Improvement Project, Inc.    |
| 2-84/85       | Mayor's Office of Housing & Economic Development | Keilani Tom                       |
| 3-84/85       | CAO-Risk Management                              | Anistics, Inc.                    |
| 4-84/85       | Fire   | PSW3, Inc.                        |
| 5-84/85       | Public Health                                    | Robert White                      |
| 6-84/85       | Public Health                                    | Center for Human Development      |
| 7-84/85       | Public Health                                    | Mercy-Peninsula Ambulance Service |
| 8-84/85       | Public Health                                    | S.F. Ambulance Service            |
| 9-84/85       | Public Health                                    | Aquarius Public Management, Inc.  |
| 10-84/85      | Public Health                                    | King-American Ambulance Service   |
| 11-84/85      | Public Works                                     | Barcelon and Jang                 |
| 12-84/85      | Public Works                                     | R.J. Hansen Associates            |
| 13-84/85      | Public Works                                     | R.J. Hansen Associates            |



CLASSIFICATION MATTERS (cont.)

1137-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                | <u>CONTRACTOR</u>                      |
|---------------|----------------------------------|--|
| 14-84/85      | Civil Service Commission         | Douglas Hechim                         |
| 15-84/85      | Civil Service Commission         | Robert F. Hicks, Ph.D.                 |
| 16-84/85      | Civil Service Commission         | Dennis A. Joiner & Associates          |
| 17-84/85      | Public Utilities Commission      | Smith Dawson Associates, Inc.          |
| 18-84/85      | Port Commission                  | Journal of Commerce                    |
| 19-84/85      | Registrar                        | DFM Associates                         |
| 20-84/85      | District Attorney                | University of San Francisco Law School |
| 21-84/85      | District Attorney                | Hasting College of the Law             |
| 22-84/85      | District Attorney                | Golden Gate University                 |
| 23-84/85      | Human Rights Commission          | S.F. Intergroup Clearinghouse, Inc.    |
| 24-84/85      | Controller                       | Data Directions                        |
| 25-84/85      | Controller                       | The Integral Difference                |
| 26-84/85      | Controller                       | ASP Consultants, Inc.                  |
| 27-84/85      | Controller                       | The Ledger Domain                      |
| 28-84/85      | Controller                       | CAP Gemini DASD                        |
| 29-84/85      | Controller                       | Owens Information Systems, Inc.        |
| 30-84/85      | Controller                       | Fran Fox Haskell                       |
| 31-84/85      | Public Utilities Commission-Muni | Richard Davis                          |
| 32-84/85      | Controller                       | Innovative Directions, Inc.            |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1138-84

Amendments to the specifications for Classes 7208 Heavy Equipment Operations Supervisor and 7108 Heavy Equipment Operations Assistant Supervisor. (Calendar Item No. 9)

Action: Off calendar.



### COMPENSATION MATTERS

2233-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 10)

| <u>NAME AND CLASS</u>                                    | <u>DEPARTMENT</u>                 | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-----------------------------------|-----------------------|-------------------------|
| Brenda Brown<br>1424 Clerk Typist                        | Police                            | 5                     | 5                       |
| Maria Elena James<br>8176 Trial Attorney                 | City Attorney                     | 4                     | 4                       |
| Garrett Wong<br>8174 Attorney                            | Public<br>Defender                | 2                     | 2                       |
| John Levy<br>5290 Transit<br>Planner IV                  | Public<br>Utilities<br>Commission | 3                     | 3                       |
| Sharon Hernandez<br>1812 Assistant<br>Retirement Analyst | Retirement<br>System              | 3                     | 3                       |

Action: Adopt staff report.

2234-84 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 12)

Action: Adopt staff report as amended to correct computational error related to the number of payperiods in the current fiscal year (26 and not 26.1 as originally submitted); certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

### EXAMINATION MATTERS

3185-84 Appeals of staff's denial of protests on the qualifications appraisal interview component of the examination for Class Q-60 Lieutenant, San Francisco Police Department. (Calendar Item No. 15)

June 25, 1984: Over to the meeting of July 9, 1984. The San Francisco Police Department Consent Decree Unit will provide the data requested by the San Francisco Police Officers Association with the stipulation that the data will be reviewed by a statistician and raw data will not be released.

Action: Adopt staff report; deny appeals of Grant Fahs, Morgan Peterson, and William White.

### IN-SERVICE MATTERS

4595-84 Special Report - Class 1440 Medical Transcriber Typist - (Jane Gibson). (Calendar Item No. 13)

Action: Adopt staff report. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of six (6) month's work experience outside the City and County service.





IN-SERVICE MATTERS (cont.)

- 4596-84 Special Report - Class P-103 Special Duty Nurse - (Linda Stewart).  
(Calendar Item No. 14)
- Action: Adopt staff report. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one (1) year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 4618-84 Charter amendment (first draft) amending Section 8.428 to provide fully paid medical health plans to members of the uniformed forces of the Police and Fire Departments, including their families.  
(Calendar Item No. 14A)
- Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.
- 4633-84 Charter amendment (first draft) amending Sections 3.510 and 8.107 thereof, and adding Sections 3.695, 3.696 and 3.697 thereto, relating to Department of Public Health, Health Advisory Board, and creating a Commission of Health. (Calendar Item No. 14B)
- Action: Adopt staff report with recommendation for revisions as to the number of exempt appointments. Notify the Board of Supervisors accordingly.
- 4634-84 Representation Election #83-RR-83-86. (Calendar Item No. 14D)
- Action: Adopt staff report. Deny appeal.
- 4635-84 Charter amendment (first draft) amending Sections 8.310, 3.660 and 3.661, adding Sections 3.662, 3.663, 8.301 and 11.105, deleting Sections 8.323, 8.329, 8.330, 8.331 and 8.332, and by making other miscellaneous amendments relating to the civil service system.  
(Calendar Item No. 14C)
- Action: Approve in concept the need for civil service reform and reserve the Commission's judgment on the individual items in the Mayor's proposal until all the members of the Commission have had an opportunity to review the latest draft and the full Commission has acted as a body.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 9, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Adrian Alcantara, 1428 Ward Clerk, 37/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/18/84.  
(Calendar Item No. 25) (4)

June 11, 1984: Over to the meeting of June 25, 1984 at request of Local 250.

June 25, 1984: Over to the meeting of July 9, 1984 at request of Local 250.

Action: Off calendar. Mr. Alcantara to notify the Assistant Secretary when prepared to proceed.

Leslie Alexis, 9730 Staff Aide I, LT, Juvenile Court, Juvenile Court, 6/28/84. (Calendar Item No. 18) (1)

Action: Over to the meeting of July 23, 1984 at Mr. Alexis' request.

Suzanne Andersen, 2320 Registered Nurse, 9/E-643, Department of Public Health, San Francisco General Hospital Medical Center, 5/9/84. (Calendar Item No. 21) (4)

June 11, 1984: Over to the meeting of July 9, 1984 at the request of Ms. Andersen's attorney.

Action: Over to the meeting of July 23, 1984 at the request of Ms. Andersen's attorney.

Sandra Blanchard, 1428 Ward Clerk, 15/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/17/84.  
(Calendar Item No. 24) (4)

June 11, 1984: Over to the meeting of June 25, 1984.

June 25, 1984: Over to the meeting of July 9, 1984.

Action: Off calendar at the request of Department of Public Health.



Alfredo Chen-Apuy, 1920 Inventory Clerk, 12/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 6/11/84. (Calendar Item No. 22) (4)

June 25, 1984: Over to the meeting of July 9, 1984 at Mr. Apuy's request.

Action: Over to the meeting of July 23, 1984 at Mr. Chen-Apuy's request.

Betty Hickerson, 1720 Data Entry Operator, 10/E-11, Controller, ISD Systems Division, 6/22/84. (Calendar Item No. 23) (4)

Action: Over to the meeting of July 23, 1984 at the request of Local 390/400.

Mark G. Lagarejos, Q-2 Police Officer, 126/E-97, San Francisco Police Department, Personnel and Training Division, 6/14/84. (Calendar Item No. 27) (4)

Action: Over to the meeting of July 23, 1984 due to lack of a quorum.

Martha Ledezma, 1872 Programmer Analyst, 11/CPE-7, Controller, ISD Systems Division, 3/28/84. (Calendar Item No. 20) (4)

April 9, 1984: Off calendar at the request of the EEO Unit.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

Anthony J. Marcal, Q-2 Police Officer, 82/E-96, San Francisco Police Department, Personnel and Training Division, 6/14/84. (Calendar Item No. 26) (4)

Action: Over to the meeting of July 23, 1984 due to lack of a quorum.

Kenneth J. Mathis, Q-2 Police Officer, V124/E-90 M, San Francisco Police Department, Personnel and Training Division, 5/24/84. (Calendar Item No. 29) (7)

June 25, 1984: Over to the meeting of July 9, 1984 at the request of Mr. Mathis' attorney.

Action: Over to the meeting of August 27, 1984 at the request of Mr. Mathis' attorney.



Rory M. Moran, Q-2 Police Officer, 151/E-97, San Francisco Police Department, Personnel and Training Division, 6/14/84. (Calendar Item No. 28) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Dolores Oppenheim, 2320 Registered Nurse, 2/E-427, Department of Public Health, Central Office, 6/25/84. (Calendar Item No. 19) (7)

Action: Over to the meeting of July 23, 1984 at the request of Local 390/400.

Paul Sanchez, Q-2 Police Officer, 115/E-90 M, San Francisco Police Department, Personnel and Training Division, 5/24/84. (Calendar Item No. 30) (7)

June 25, 1984: Over to the meeting of July 9, 1984 at the request of Mr. Sanchez's attorney.

Action: No future employment with the San Francisco Police Department.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 17) (1)

February 6, 1984: Over to the meeting of February 27, 1984 at Mr. Tull's request.

February 27, 1984: Over to the meeting of April 9, 1984 at Mr. Tull's request.

April 9, 1984: Over to the meeting of June 11, 1984 at request of Mr. Tull's attorney.

June 11, 1984: Over to the meeting of June 25, 1984 at request of San Francisco Police Department.

June 25, 1984: Over to the meeting of July 9, 1984 at the request of Mr. Tull's attorney.

Action: Over to the meeting of August 27, 1984 at the request of Mr. Tull's attorney.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 23, 1984

PART I - 2:00 P.M.

Present: Commissioner Gloyd  
Commissioner Lee  
Commissioner Powell  
Commissioner Texidor del Portillo  
Excused: Commissioner Munson

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Commissioner Gloyd presided

MINUTES: Regular Meeting of July 9, 1984

Action: Approve as amended to correct the action related to the proposed amendment to the civil service provisions of the Charter.

ANNOUNCEMENTS

1. Announcement of Executive Session

The Commission announced that it had met in Executive Session earlier this date with the City Attorney to discuss litigation and that no action was taken. (Present: Commissioners Lee, Powell and Texidor del Portillo).

2. Announcement of Standing Committee Appointments

President Gloyd made the following appointments to the Standing Committees indicated:

Standing Committee on Charter and Rules Revision

Louis Hop Lee, Chair  
Genevieve Powell, Member  
Carlota Texidor del Portillo, Member

Standing Committee on Affirmative Action

Howard Gloyd, Chair  
A. Lee Munson, Member  
Carlota Texidor del Portillo, Member

CLASSIFICATION MATTERS

1118-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 8)

June 25, 1984: Contract Number 744-83/84 over to the meeting of July 23, 1984.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>               |
|---------------|-------------------|---------------------------------|
| 744-83/84     | Public Health     | Aquarius Public Management Inc. |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Vote of 3 to 1 - Commissioner Texidor del Portillo dissents).



CLASSIFICATION MATTERS (cont.)

1149-84 Advance approval of proposed personal services contracts for the City Attorney's Office. (Calendar Item No. 5)

Action: Adopt staff report.

1. Approve for the 1984-85 fiscal year, all personal services contracts engaged in between the City Attorney's Office and accredited law schools on a nationwide basis for the purpose of securing the services of law student interns.
2. Advise the City Attorney's Office to submit semi-annual student intern affirmative action data to the Civil Service Commission EEO Unit for monitoring.

1150-84 Classification survey of positions in various City departments. (Calendar Item No. 6)

| <u>Department</u>              | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                   | <u>Recommended<br/>Class</u> |
|--------------------------------|---------------------|--|------------------------------|
| Public Utilities<br>Commission | 1                   | 5208 Civil Engineer<br>(\$148481800)                 | Same                         |
| Public Works                   | 1                   | 7282 Street Repair<br>Supervisor II<br>(\$107881304) | Same                         |
| Public Utilities<br>Commission | 1                   | 1652 Senior Accountant<br>(\$87881062)               | Same                         |
|                                | 1                   | 1632 Senior Account Clerk<br>(\$6748814)             | Same                         |
|                                | 3                   | 1654 Principal Accountant<br>(\$106281285)           | Same                         |
| Public Health/<br>Laguna Honda | 1                   | 1858 Control Supervisor,<br>EDP<br>(\$88781073)      | Same                         |

Action: Adopt staff report.

1151-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>                  |
|---------------|-------------------|------------------------------------|
| 33-84/85      | CAO               | Price Waterhouse                   |
| 34-84/85      | CAO               | Thomas Holsinger                   |
| 35-84/85      | Airport           | Howard A. Friedman &<br>Associates |
| 36-84/85      | Airport           | J.H. Kleinfelder &<br>Associates   |
| 37-84/85      | Airport           | Williams & Williams                |
| 38-84/85      | Port              | Orrick, Herrington &<br>Sutcliff   |
| 39-84/85      | Port              | Paine Webber                       |



CLASSIFICATION MATTERS (cont.)

1151-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>        | <u>CONTRACTOR</u>                          |
|---------------|--------------------------|--|
| 40-84/85      | Social Services          | Performing Arts Workshop                   |
| 41-84/85      | Public Works             | Robles & McGregor                          |
| 42-84/85      | Public Works             | EA Engineering, Science & Technology, Inc. |
| 43-84/85      | Public Works             | Harding Lawson Associates                  |
| 44-84/85      | Public Works             | Commodore Helicopters                      |
| 45-84/85      | Public Health            | The Zivic Group                            |
| 46-84/85      | Public Health            | Norma Jacak, M.D.                          |
| 47-84/85      | Public Health            | Information Management International Inc.  |
| 48-84/85      | Public Health            | Information Management International Inc.  |
| 49-84/85      | Civil Service Commission | Community College District                 |
| 50-84/85      | Public Health            | Samuel Howze and Byron Kunisawa            |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Contract Number 33-84/85: Vote of 3 to 1 - Commissioner Powell dissents).

COMPENSATION MATTERS

2248-84 Certification of wage schedules for Platform employees, Coach and Bus Operators and Trainees of the Municipal Railway for 1984-85 and conditions and benefits of employment which may be fixed for 1984-85. (Calendar Item No. 9)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

EXAMINATION MATTERS

3159-84 Re-evaluation of applications for Class 1650 Accountant examination. (Calendar Item No. 13)

Action: Staff directed to proceed with the implementation of the re-evaluation procedure as detailed in the staff report.

3697-83 Appeal of action of General Manager, Personnel on protest of the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 14)

January 9, 1984: 1. Schedule of administration to be maintained.



EXAMINATION MATTERS (cont.)

3697-83  
(cont.)

2. Other issues, i.e., test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.
3. The Commission will not consider any written material distributed at meetings.

June 25, 1984: Over to the meeting of July 23, 1984.

Action: Adopt staff report; deny appeals.

1. Consultant is directed to evaluate suitable alternative methods of using the selection procedures for Class H-4 Inspector, Class H-6 Investigator, Class H-20 Lieutenant and H-30 Captain which will have as little adverse impact as possible; each alternate method of use investigated by the consultant should serve the San Francisco Fire Department's legitimate interest in efficient and trustworthy workmanship; the consultant should set competency levels on each test and evaluate various weight options during this alternate use evaluation.
2. All other matters related to these examinations over to the meeting of August 13, 1984.

3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department; scoring examinations and preparing models related to probable outcomes. (Calendar Item No. 14)

June 11, 1984: Over to the meeting of June 25, 1984 at request of staff.

June 25, 1984: Staff authorized to proceed with the scoring of the unscored test components for the purpose of determining reliability and validity.

Action: Over to the meeting of August 13, 1984.

IN-SERVICE ACTIVITIES

4551-84 Affirmative Action Plan and Utilization Analysis Update. (Calendar Item No. 10)

June 25, 1984: Over to the meeting of July 23, 1984.

Action: Over to the meeting of August 13, 1984 at the request of Latinos for Affirmative Action.

4557-84 Investigation of the potential discriminatory impact of the proposed reorganization of the Department of Public Health, Community Mental Health Services. (Calendar Item No. 11)





IN-SERVICE ACTIVITIES (cont.)

4557-84  
(cont.)

May 14, 1984: The Commission directed that the matter of the proposed reorganization of the Community Mental Health Services (CMHS) of the Department of Public Health be referred to the Civil Service Commission Equal Employment Opportunity (EEO) Unit to investigate the potential discriminatory impact of such reorganization pursuant to the Commission's jurisdiction under Charter Section 3.661c.

June 25, 1984: Over to the meeting of July 23, 1984.

Action: Reject staff report.

4635-84 Charter amendment amending Sections 8.310, 3.660 and 3.661, adding Sections 3.662, 3.663, 8.301 and 11.105, deleting Sections 8.323, 8.329, 8.330, 8.331 and 8.332, and by making other miscellaneous amendments relating to the civil service system. (Calendar Item No. 16)

July 9, 1984: Approve in concept the proposed Charter amendments but reserve the Commission's judgment on the individual items in the Mayor's proposal until all the members of the Commission have had an opportunity to review the latest draft and the full Commission has acted as a body.

Action: The Commission, due to the unanticipated absence of a Commissioner, reiterated its action of July 9, 1984.

4665-84 Special Report - Class Q-2 Police Officer - Bruce Adams.  
(Calendar Item No. 12)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the San Francisco Police Department. (Vote of 3 to 1 - Commissioner Powell dissents).



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 23, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Leslie Alexis, 9730 Staff Aide I, LT, Juvenile Court, Juvenile Hall,  
6/28/84. (Calendar Item No. 29) (1)

July 9, 1984: Over to the meeting of July 23, 1984 at Mr.  
Alexis' request.

Action: Over to the meeting of August 13, 1984. The Commission  
directed that the automatic waiver imposed by Rule 6,  
Section 6.08, be removed from the Class 8320 Counselor  
list and that Mr. Alexis be certified if reachable.

Suzanne Andersen, 2320 Registered Nurse, 9/E-643, Department of  
Public Health, San Francisco General Hospital Medical Center,  
5/9/84. (Calendar Item No. 21) (4)

June 11, 1984: Over to the meeting of July 9, 1984 at the  
request of Ms. Andersen's attorney.

July 9, 1984: Over to the meeting of July 23, 1984 at the  
request of Ms. Andersen's attorney.

Action: Future employment subject to review and approval of the  
General Manager, Personnel. No future employment: (1)  
as a Registered Nurse; or (2) with the Department of  
Public Health.

Benjamin Barela, 8204 Institutional Police Officer, 19/E-7,  
Department of Public Health, San Francisco General Hospital Medical  
Center, 6/18/84. (Calendar Item No. 27) (5)

Rec: Off calendar at the request of Department of Public Health.

Thomas Barnes, 2708 Custodian, 23/E-52, San Francisco Community  
College District, City College Division, 6/26/84. (Calendar Item  
No. 36) (7)

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the  
General Manager, Personnel after satisfactory completion  
of one year's work experience outside the City and  
County service. Not to be employed again by the San  
Francisco Community College District.



Ernest Bowring, 1426 Senior Clerk Typist, 2/CPE-19, Department of Public Works, Water Pollution Control Division, 5/15/84. (Calendar Item No. 30) (4)

June 25, 1984: Over to the meeting of July 23, 1984 at Mr. Bowring's request.

Action: Approve. No restriction on future employment.

Federico Cadampog, 8226 Museum Guard, 13/E-7, Fine Arts Museums, 6/29/84. (Calendar Item No. 23) (4)

Action: Over to the meeting of August 27, 1984 at request of Local 390/400.

Alfredo Chen-Apuy, 1920 Inventory Clerk, 12/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 6/11/84. (Calendar Item No. 22) (4)

June 25, 1984: Over to the meeting of July 9, 1984 at Mr. Chen-Apuy's request.

July 9, 1984: Over to the meeting of July 23, 1984 at Mr. Chen-Apuy's request.

Action: Over to the meeting of August 13, 1984. The Commission stipulated that this would be the final continuance.

Bobbie Forks, 2708 Custodian, 145/E-1, San Francisco Unified School District, Custodial Services Division, 6/23/84. (Calendar Item No. 35) (7)

Action: Over to the meeting of August 13, 1984 due to late arrival.

Donald Hall, 8226 Museum Guard, 6/E-7, Fine Arts Museum, 6/29/84. (Calendar Item No. 24) (4)

Action: Over to the meeting of August 27, 1984 at request of Local 390/400.

Betty Hickerson, 1720 Data Entry Operator, 10/E-11, Controller, ISD Systems Division, 6/22/84. (Calendar Item No. 17) (4)

July 9, 1984: Over to the meeting of July 23, 1984 at the request of Local 390/400.

Action: Off calendar at the request of the Civil Service Commission EEO Unit.

Mark G. Lagarejos, Q-2 Police Officer, 126/E-97, San Francisco Police Department, Personnel and Training Division, 6/14/84. (Calendar Item No. 19) (4)

July 9, 1984: Over to the meeting of July 23, 1984 due to lack of a quorum.

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the San Francisco Police Department.



Anthony J. Marcal, Q-2 Police Officer, 82/E-96, San Francisco Police Department, Personnel and Training Division, 6/14/84. (Calendar Item No. 20) (4)

July 9, 1984: Over to the meeting of July 23, 1984 due to lack of a quorum.

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again the San Francisco Police Department.

Austin McCluskey, 2302 Orderly, 73/E-312, Department of Public Health, Laguna Honda Hospital, 7/16/84. (Calendar Item No. 25) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Dolores Oppenheim, 2320 Registered Nurse, Department of Public Health, Central Office, 6/25/84. (Calendar Item No. 39) (7)

July 9, 1984: Over to the meeting of July 23, 1984 at the request of Local 390/400.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Carmen Paredes, 2586 Health Worker II, 34/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/30/84. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Sherrie A. Robinson, 2302 Orderly, 81/E-311, Department of Public Health, Laguna Honda Hospital, 7/10/84. (Calendar Item No. 37) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six months work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Lillian Rodriguez, 1426 Senior Clerk Typist, 52/E-113, Department of Social Services, 4/30/84. (Calendar Item No. 31) (6)

June 25, 1984: Over to the meeting of July 23, 1984 at request of Department of Social Services.

Action: Over to the meeting of August 13, 1984 at the request of Department of Social Services.





Juan Sosa, 2905 Senior Eligibility Worker, 10/CPE-2, Department of Social Services, 4/30/84. (Calendar Item No. 32) (6)

June 25, 1984: Over to the meeting of July 23, 1984 at request of Department of Social Services.

Action: Over to the meeting of August 13, 1984 at the request of Department of Social Services.

Daniel Thomas, 8440 Probation Officer, LT, Adult Probation, Supervision Division, 2/23/84. (Calendar Item No. 28) (1)

March 12, 1984: Over to the meeting of June 11, 1984 at Mr. Thomas' request.

June 11, 1984: Over to the meeting of July 23, 1984 at Mr. Thomas' request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Adult Probation Department.

Joe W. Turner, 2736 Porter, 1/E-3, Department of Public Health, Central Office, 7/10/84. (Calendar Item No. 38) (7)

Action: Over to the meeting of August 13, 1984.

Garland Wilson, 2514 Orthopedic Technician I, 3/E-1, Department of Public Health, San Francisco General Hospital Medical Center, 5/21/84. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

James L. Woodall, 2708 Custodian, 45/E-2, San Francisco Community College District, City College Division, 6/15/84. (Calendar Item No. 26) (4)

Action: Return name to list. Not to be employed again by the San Francisco Unified School District or the San Francisco Community College District. The Commission stipulated that the prohibition against employment with either School district could be removed by the General Manager, Personnel if the criminal record is expunged.





Howard S. Gloyd  
Carlota Texidor del Portillo  
Louis Hop Lee  
A. Lee Munson  
Genevieve Powell

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

# SPECIAL MEETING

JULY 27, 1984 - 4 P.M.

ROOM 154B CITY HALL

Present: Commissioner Gloyd  
Commissioner Munson  
Commissioner Powell  
Commissioner Texidor del Portillo  
Excused: Commissioner Lee

Commissioner Gloyd presided

## COMPENSATION MATTERS

### ADDENDUM 2248-84

Certification of wage schedules for Platform employees, Coach and Bus Operators and Trainees of the Municipal Railway for 1984-85 and conditions and benefits of employment which may be fixed for 1984-85.

Action: Adopt staff report as amended by addendum report;  
certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 13, 1984

PART I - 4:00 P.M.

DOCUMENTS DEPT.

AUG 13 1984

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Gloyd  
Present: Commissioner Lee  
Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo (Items Missed: Part II except  
items 31, 32, 41, 43 and 44)

Excused: Commissioner Munson

Commissioner Gloyd presided

MINUTES: Regular Meeting of July 23, 1984  
Special Meeting of July 27, 1984

Action: Approve

ANNOUNCEMENTS

A. Executive Session of July 27, 1984

The Commission announced that it had met with the City Attorney on July 27, 1984 to discuss potential litigation regarding the Class H2 Firefighter entrance examination. All Commissioners were present. The Commission agreed to hold a Special Meeting on this examination in the near future.

B. Other Announcements

Due to the Admission Day holiday on September 10 and the Columbus Day holiday on October 8, both of which conflict with regularly scheduled Civil Service Commission meetings, the Commission has modified its meeting schedule for the months of September and October as follows:

the meetings of September 10, September 24, and October 8 are cancelled.

the Commission will meet once during the month of September on September 17 at 2 P.M. in the Department of Public Health Auditorium, Room 300, 101 Grove Street.

the Commission will meet on October 1 at 2 P.M. in the Department of Public Health Auditorium.

The normal schedule of meetings will resume on October 22 when the Commission will meet at 2 P.M. in Room 282 City Hall.

CLASSIFICATION MATTERS

1153-84 Classification of one position previously authorized for the San Francisco International Airport. (Calendar Item No. 6)

Action: Adopt staff report.

1. Adopt a new classification of 9248 Airport Facilities Services Manager (J, 2 Sch. 54.9 133681618); allocate one position previously authorized in Class 9250 Airport Maintenance Supervisor to this new class. This action results in no change in cost.



CLASSIFICATION MATTERS (cont.)

1153-84  
(cont.)

2. Delete one position listed in the budget in Class 9250 Airport Maintenance Supervisor.
3. Amend Section 27/270000/30001 of the Annual Salary Ordinance administratively to reflect this action.
4. Advise the Airport to amend their budget accordingly.

1160-84 Recruitment and hiring in a new classification of A614 Deputy Administrator, San Francisco General Hospital at the fifth step per Charter Section 8.300(5). (Calendar Item No. 7)

Action: Adopt staff report.

1. Approve an exempt appointment to a position in the new Class A614 Deputy Administrator, San Francisco General Hospital in accordance with Charter Section 8.300(5) pending formal classification action and examination.
2. Approve an appointment to the position at the fifth step (\$2902 BW) of the range for Class A614 Deputy Administrator per Section VII A.3C of the Salary Standardization Ordinance.

1161-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as an Industrial Hygienist/Hazardous Materials Manager. (Calendar Item No. 8)

Action: Adopt staff report; approve use of Class 9746 Staff Assistant VII, Special Project (\$1812 BW) to employ an Industrial Hygienist/Hazardous Materials Manager.

1162-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                | <u>CONTRACTOR</u>                         |
|---------------|----------------------------------|---|
| 51-84/85      | Public Utilities Commission/Muni | Carla Swander                             |
| 52-84/85      | Public Utilities Commission/Muni | Le'Mac Enterprises                        |
| 53-84/85      | Public Utilities Commission      | Pitometer Associates                      |
| 54-84/85      | Public Utilities Commission      | Robert F. Hicks, Ph.D.                    |
| 55-84/85      | Public Works                     | Fidelity Roof Co.                         |
| 56-84/85      | Public Works                     | URS/John A. Blume & Associates            |
| 57-84/85      | Public Works                     | San Jose State University Foundation/MLML |
| 58-84/85      | Public Works                     | Tim Meager & Associates, Inc.             |
| 59-84/85      | Port Commission                  | Louise Riswold Design                     |
| 60-84/85      | Port Commission                  | Murai                                     |





1162-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                             | <u>CONTRACTOR</u>                                      |
|---------------|---|--|
| 61-84/85      | Port Commission                               | San Francisco State University                         |
| 62-84/85      | Airport Commission                            | County of San Mateo, Director of Planning              |
| 63-84/85      | Civil Service Commission                      | Management & Personnel Systems, Inc. - Richard Joines  |
| 64-84/85      | S.F. Community College District               | DEMS Data Entry Service                                |
| 65-84/85      | Police  | PSW3-Gary Schwartzman                                  |
| 66-84/85      | Art Commission                                | S.F. Study Center                                      |
| 67-84/85      | District Attorney/<br>Family Violence Project | Mary McNeill   |
| 68-84/85      | Public Health                                 | Weissburg & Aronson                                    |
| 69-84/85      | Public Health                                 | Myrtle K. Aydelotte A/C 319                            |
| 70-84/85      | Public Health                                 | Regents, University of California, Dept. of Psychiatry |
| 71-84/85      | Public Health                                 | International Institute                                |
| 72-84/85      | Public Health                                 | Project Title XVI, Inc.                                |
| 73-84/85      | Public Health                                 | Laventhol & Horwath                                    |
| 74-84/85      | Public Health                                 | Catholic Social Services                               |
| 75-84/85      | Public Health                                 | Northern California Occupational Health Center         |
| 76-84/85      | Public Health                                 | Diane A. Broderick                                     |
| 77-84/85      | Public Health                                 | Aquarius Public Management, Inc.                       |
| 78-84/85      | Controller                                    | Gentry Inc. (LaVerne Scott)                            |
| 79-84/85      | Civil Service Commission                      | Education/Research Inc. - James Newman                 |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2260-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 5)

| <u>NAME AND CLASS</u>                                   | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Arthur Osborne<br>9383 Director,<br>Planning & Research | Port Commission   | 5                     | 5                       |
| Regina David<br>1810 Acturial<br>Clerk                  | Retirement System | 5                     | 5                       |

Action: Adopt staff report.



EXAMINATION MATTERS

- 3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department; scoring examinations and preparing models related to probable outcomes. (Calendar Item No. 16)
- June 11, 1984: Over to the meeting of June 25, 1984 at request of staff.
- June 25, 1984: Staff authorized to proceed with the scoring of the unscored test components for the purpose of determining reliability and validity.
- July 23, 1984: Over to the meeting of August 13, 1984.
- Action: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.
- 
- 3214-84 Appeals of denial of protests on announcement terms for Classes 9222 Airport Operations Coordinator, 9226 Airport Operations Superintendent, and 9256 Airport Assistant General Manager Operations and Maintenance. (Calendar Item No. 14)
- Action: Over to the meeting of August 27, 1984 at request of appellant's attorney.
- 
- 3222-84 Request for review of background review procedure for Class Q-2 Police Officer (Commissioner Gloyd). (Calendar Item No. 13)
- Action: Over to the meeting of August 27, 1984 at request of San Francisco Police Department.
- 
- 3234-84 Appeals of staff action upholding the Q-60 Police Lieutenant tentative eligible list. (Calendar Item No. 14A)
- Action: Adopt staff report; deny appeals.
- 
- 3697-83 Appeal of action of General Manager, Personnel on protest of the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 15)
- January 9, 1984:
1. Schedule of administration to be maintained.
  2. Other issues, i.e., test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.
  3. The Commission will not consider any written material distributed at meetings.
- June 25, 1984: Over to the meeting of July 23, 1984.
- July 23, 1984: Adopt staff report; deny appeals.



EXAMINATION MATTERS (cont.)

1. Consultant is directed to evaluate suitable alternative methods of using the selection procedures for Class H-4 Inspector, Class H-6 Investigator, Class H-20 Lieutenant and H-30 Captain which will have as little adverse impact as possible; each alternate method of use investigated by the consultant should serve the San Francisco Fire Department's legitimate interest in efficient and trustworthy workership; the consultant should set competency levels on each test and evaluate various weight options during this alternate use evaluation.
2. All other matters related to these examinations over to the meeting of August 13, 1984.

Action: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.

IN-SERVICE MATTERS

4551-84 Affirmative Action Plan and Utilization Analysis Update  
(Calendar Item No. 11)

June 25, 1984: Over to the meeting of July 23, 1984.

July 23, 1984: Over to the meeting of August 13, 1984 at the request of Latinos for Affirmative Action.

Action: Over to the meeting of August 27, 1984 at request of staff.

4673-84 Bilingual needs assessment at San Francisco General Hospital.  
(Calendar Item No. 12)

- February 27, 1984:
1. Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:
    - A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
    - B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
    - C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.



IN-SERVICE MATTERS (cont.)

4673-84  
(cont.)

2. Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry.

Action: Over to the meeting of August 27, 1984 at request of Department of Public Health.

4722-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 9)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 13, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Leslie Alexis, 9730 Staff Aide I, LT, Juvenile Court, Juvenile Hall, 6/28/84. (Calendar Item No. 20) (1)

July 9, 1984: Over to the meeting of July 23, 1984 at Mr. Alexis' request.

July 23, 1984: Over to the meeting of August 13, 1984. The Commission directed that the automatic waiver imposed by Rule 6, Section 6.08, be removed from the Class 8320 Counselor list and that Mr. Alexis be certified if reachable.

Action: Off calendar at request of Juvenile Court.

Benjamin Barela, 8204 Institutional Police Officer, 19/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 6/18/84. (Calendar Item No. 30) (4)

July 23, 1984: Off calendar at request of Department of Public Health.

Action: Over to the meeting of September 17, 1984 at Mr. Barela's request.

Juli Bini, 9730 Staff Aide I, LT, San Francisco Police Department, Senior Escort Division, 7/27/84. (Calendar Item No. 21) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Vicente Bonilla, 8320 Counselor, 47/CPE-1, Juvenile Court, Juvenile Hall, 7/17/84. (Calendar Item No. 27) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.



Darryl B. Carter, 7335 Senior Stationary Engineer, 7/CPE-1, Public Utilities Commission, Water Department, 7/6/84. (Calendar Item No. 19) (5)

Action: Off calendar. Probation completed.

Alfredo Chen-Apuy, 1920 Inventory Clerk, 12/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 6/11/84. (Calendar Item No. 26) (4)

June 25, 1984: Over to the meeting of July 9, 1984 at Mr. Chen-Apuy's request.

July 9, 1984: Over to the meeting of July 23, 1984 at Mr. Chen-Apuy's request.

July 23, 1984: Over to the meeting of August 13, 1984. The Commission stipulated that this would be the final continuance.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six (6) months work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Donna Chin, 1424 Clerk Typist, 396/E-181, Public Utilities Commission, Municipal Railway, 4/16/84. (Calendar Item No. 37) (6)

Action: Off calendar at Ms. Chin's request. Ms. Chin to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County of San Francisco pending final Commission action.

Ann Conley, 2320 Registered Nurse, 7/E-524, Department of Public Health, San Francisco General Hospital Medical Center, 5/29/84. (Calendar Item No. 40) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Elda Corleto, 1404 Clerk, 10/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 6/28/84. (Calendar Item No. 38) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



Aurora Enchano, 2806 Disease Control Investigator, 61/E-9, Department of Public Health, Community Public Health Services, 7/30/84. (Calendar Item No. 29) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

James R. Estes, 1934 Storekeeper, V-21/E-3, Purchasing Department, Stores and Equipment Division, 7/17/84. (Calendar Item No. 44) (7)

Action: Not to be employed again by the Department of Public Health. No restriction on future employment.

Bobbie Forks, 2708 Custodian, 145/E-1, San Francisco Unified School District, Custodial Services Division, 6/23/84. (Calendar Item No. 42) (7)

July 23, 1984: Over to the meeting of August 13, 1984 due to late arrival.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Michael K. Garner, Q2 Police Officer, 458/E-90, San Francisco Police Department, Central Station, 7/26/84. (Calendar Item No. 35) (6)

Action: Approve. Not to be employed again by the San Francisco Police Department.

Vivian Kobayashi, 3630 Librarian I, 9/E-43, Public Library, 4/13/84. (Calendar Item No. 22) (3)

Action: Over to the meeting of August 27, 1984 at request of San Francisco Public Library.

Reconsideration of Civil Service Commission of July 9, 1984 (Commissioners Gloyd, Powell and Texidor del Portillo):  
Martha Ledezma, 1872 Programmer Analyst, 11/CPE-7, Controller, ISD Systems Division, 3/28/84. (Calendar Item No. 24) (4)

April 9, 1984: Off calendar at the request of the EEO Unit.

July 9, 1984: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

Action: 1. Rescind action of July 9, 1984.  
2. No future employment with the Office of the Controller in Class 1872 Programmer Analyst.





Michael McGinness, 1840 Junior Management Assistant, 4/E-5, San Francisco Community College District, City College Division, 6/18/84. (Calendar Item No. 23) (3)

Action: Off calendar. (resignation accepted)

Darlene Morris, 2305 Psychiatric Technician, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 6/27/84. (Calendar Item No. 39) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of June 11, 1984 (Commissioners Gloyd, Powell, and Texidor del Portillo):  
Mark Pittman, 1404 Clerk, 97/CPE-1, Retirement System, Workers' Compensation Division, 5/18/84. (Calendar Item No. 25) (4)

June 11, 1984: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Retirement System.

Action: 1. Rescind action of June 11, 1984.  
2. Return name to list.  
3. Not to be employed again by the Retirement System.

Donald Robinson, 9163 Transit Operator, 238/E-116, Public Utilities Commission, Municipal Railway, 5/4/84. (Calendar Item No. 31) (2)

Action: Return name to list under waiver until October 15, 1984.

Lillian Rodriguez, 1424 Clerk Typist, 52/E-113, Department of Social Services, 4/30/84. (Calendar Item No. 33) (6)

June 25, 1984: Over to the meeting of July 23, 1984 at request of Department of Social Services.

July 23, 1984: Over to the meeting of August 13, 1984 at the request of Department of Social Services.

Action: Over to the meeting of August 27, 1984 at the request of Ms. Rodriguez's attorney.

Juan Sosa, 2905 Senior Eligibility Worker, 10/CPE-2, Department of Social Services, 4/30/84. (Calendar Item No. 34) (6)

June 25, 1984: Over to the meeting of July 23, 1984 at request of Department of Social Services.

July 23, 1984: Over to the meeting of August 13, 1984 at the request of Department of Social Services.





Action: Over to the meeting of August 27, 1984 at the request of Department of Social Services.

Valerie Statham, 1426 Senior Clerk Typist, 10/CPE-18, San Francisco Unified School District, Dr. Charles Drew Children's Center, 7/31/84. (Calendar Item No. 28) (4)

Action: Off calendar. (should be promotive)

Catherine A. Steptoe, 9163 Transit Operator, 124/E-117, Public Utilities Commission, Municipal Railway, 7/5/84. (Calendar Item No. 32) (2)

Action: Return name to list under waiver until removed by the General Manager, Personnel after production of evidence of six months of satisfactory work experience involving the operations of a motor vehicle larger than a driving car.

Ivy Steverson, 2708 Custodian, 39/E-7, San Francisco Unified School District, Children's Centers, 6/20/84. (Calendar Item No. 43) (7)

Action: No restriction on future employment.

Mary Tucker, 1458 Legal Stenographer, 4/E-72, District Attorney, 12/15/83. (Calendar Item No. 36) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the District Attorney's Office.

Joe W. Turner, 2736 Porter, 1/E-3, Department of Public Health, Central Office, 7/10/84. (Calendar Item No. 41) (7)

July 23, 1984: Over to the meeting of August 13, 1984.

Action: No restriction on future employment.

Leon Walker, 2716 Custodial Assistant Supervisor, 36/CPE-1, Public Utilities Commission, Municipal Railway, 7/20/84. (Calendar Item No. 18) (5)

Action: Approve. Reinstate to a position in the class from which promoted.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 27, 1984

PART I - 2:00 P.M.

DOCUMENTS DEPT.

SEP 7 1984

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Gloyd  
Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo

Excused: Commissioner Lee  
Commissioner Munson

Commissioner Gloyd presided

MINUTES: Regular Meeting of August 13, 1984

Action: Approve

ANNOUNCEMENTS

Due to the Admission Day holiday on September 10 and the Columbus Day holiday on October 8, both of which conflict with regularly scheduled Civil Service Commission meetings, the Commission has modified its meeting schedule for the months of September and October as follows:

the meetings of September 10, September 24, and October 8 are cancelled.

the Commission will meet once during the month of September on September 17 at 2 P.M. in the Department of Public Health Auditorium, Room 300, 101 Grove Street.

the Commission will meet on October 1 at 2 P.M. in the Department of Public Health Auditorium.

The normal schedule of meetings will resume on October 22 when the Commission will meet at 2 P.M. in Room 282 City Hall.

CLASSIFICATION MATTERS

1166-84 Request from the Municipal Railway to utilize three positions in Class 9746 Staff Assistant VII and one position in Class 9752 Staff Assistant X. (Calendar Item No. 5)

Action: Over to the meeting of September 17, 1984 at request of Local 21.

1169-84 Reclassification of eleven positions in the Traffic Division of the Police Department. (Calendar Item No. 6)

Action: Over to the meeting of September 17, 1984 at request of San Francisco Police Department.



CLASSIFICATION MATTERS (cont.)

1171-84    Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                 | <u>CONTRACTOR</u>  |
|---------------|-----------------------------------|--|
| 80-84/85      | Commission on the Status of Women | La Casa De las Madres  |
| 81-84/85      | Public Works                      | Gordon Chong A.I.A.<br>Architect                                 |
| 82-84/85      | Public Works                      | SMP Architects   |
| 83-84/85      | Public Works                      | Henry Chapot & Associates  |
| 84-84/85      | Social Services                   | S.F. Council of Churches/<br>Emergency Food Box Program          |
| 85-84/85      | Social Services                   | Audrey L. Smith<br>Developmental Center                          |
| 86-84/85      | District Attorney                 | University of San Francisco                                      |
| 87-84/85      | District Attorney                 | New College of California  |
| 88-84/85      | District Attorney                 | Golden Gate University   |
| 89-84/85      | District Attorney                 | Hastings College of Law  |
| 90-84/85      | District Attorney                 | S.F. State University  |
| 91-84/85      | District Attorney                 | University of California,<br>Berkeley                            |
| 92-84/85      | Public Utilities<br>Commission    | ETL Testing Laboratories,<br>Inc.                                |
| 93-84/85      | Public Utilities<br>Commission    | Howard Jackson   |
| 94-84/85      | PUC/Muni                          | Jeri Mersky  |
| 95-84/85      | PUC/Muni                          | Chuck Moonhunter   |
| 96-84/85      | City Planning                     | The Foundation for San<br>Francisco's Architectural<br>Heritage. |
| 97-84/85      | City Planning                     | U.S. Human Resources Corp.                                       |
| 98-84/85      | Public Health                     | Barbara Mintz  |
| 99-84/85      | CAO                               | Keith W. Grand   |
| 100-84/85     | Mayor's Office                    | Ed Gerber  |
| 101-84/85     | Mayor's Office                    | Liz Robbins  |
| 102-84/85     | Police                            | Touche Ross & Company  |
| 103-84/85     | City Planning                     | Recht Hausrath and<br>Associates                                 |
| 104-84/85     | Public Works                      | American Red Cross   |
| 105-84/85     | City Planning                     | Jefferson Associates   |

Action:        1.    Contract Number 85-84/85 off calendar at the request of the Department of Social Services.



CLASSIFICATION MATTERS (cont.)

1171-84  
(cont.)

2. Contract Number 93-84/85 over to the meeting of September 17, 1984
3. Adopt staff report; notify the offices of the Controller and the Purchaser.

1172-84 Survey of Managerial positions in the Rent Stabilization and Arbitration Board. (Calendar Item No. 7)

Action: Over to the meeting of September 17, 1984 at request of staff.

1173-84 Reorganization of the Clerk's Office, Board of Supervisors. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classification of 1140 Deputy Clerk of the Board of Supervisors at schedule 54.5 J, Z \$131081588 as detailed in the staff report.
2. Allocate two existing positions in Classes 1144 Chief Assistant Clerk, Board of Supervisors and 8120 Senior Legislation Clerk to the new classification.
3. Abolish Classes 1144 Chief Assistant Clerk, Board of Supervisors (Sch. 61.0 179182178) and 8120 Senior Legislation Clerk (Sch. 53.5 124981513); grant status to permanent incumbents in Classes 1144 and 8120 to the new classification.

COMPENSATION MATTERS

2264-84 Request for authority to conduct a salary survey for Salary Standardization for miscellaneous employees pursuant to Charter Sections 8.400, 8.401 and 8.407 per Fiscal Year 1985-86. (Calendar Item No. 9)

Action: Adopt staff report.

1. Authorize the conduct of a salary survey for Salary Standardization for Fiscal Year 1985-86.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March, 1985.

EXAMINATION MATTERS

3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department; scoring examinations and preparing models related to probable outcomes. (Calendar Item No. 18)





EXAMINATION MATTERS (cont.)

3161-84  
(cont.)

June 11, 1984: Over to the meeting of June 25, 1984 at request of staff.

June 25, 1984: Staff authorized to proceed with the scoring of the unscored test components for the purpose of determining reliability and validity.

July 23, 1984: Over to the meeting of August 13, 1984.

August 13, 1984: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.

Action: Over to the meeting of September 17, 1984 due to continuance of File 3697-83.

3214-84 Appeals of denial of protests on the terms of the announcements for Classes 9222 Airport Operations Coordinator, 9226 Airport Operations Superintendent, and 9256 Airport Assistant General Manager Operations and Maintenance. (Calendar Item No. 14)

August 13, 1984: Over to the meeting of August 27, 1984 at request of appellants' attorney.

Action: Amend announcement to permit incumbents in this series to participate in the examination under waiver until they meet the minimum eligibility requirements.

3222-84 Request for review of background review procedure for Class Q-2 Police Officer (Commissioner Gloyd). (Calendar Item No. 15)

August 13, 1984: Over to the meeting of August 27, 1984 at request of San Francisco Police Department.

Action: Overrule decision of the Chief of Police to require a polygraph examination of Anne M. Razon.

3254-84 Appeal of the Q-60 Police Lieutenant tentative eligible list. (Calendar Item No. 16)

Action: Adopt staff report; deny appeals of Lawrence Minasian and Daniel O'Leary.

3697-83 Appeal of action of General Manager, Personnel on protest of the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 17)

January 9, 1984: 1. Schedule of administration to be maintained.

2. Other issues, i.e., test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.



EXAMINATION MATTERS (cont.)

3. The Commission will not consider any written material distributed at meetings.

June 25, 1984: Over to the meeting of July 23, 1984.

July 23, 1984: Adopt staff report; deny appeals.

1. Consultant is directed to evaluate suitable alternative methods of using the selection procedures for Class H-4 Inspector, Class H-6 Investigator, Class H-20 Lieutenant and H-30 Captain which will have as little adverse impact as possible; each alternate method of use investigated by the consultant should serve the San Francisco Fire Department's legitimate interest in efficient and trustworthy workmanship; the consultant should set competency levels on each test and evaluate various weight options during this alternate use evaluation.
2. All other matters related to these examinations over to the meeting of August 13, 1984.

August 13, 1984: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.

Action: Over to the meeting of September 17, 1984 at request of William C. McNeill III, Counsel for San Francisco Black Firefighters.

IN-SERVICE MATTERS

4551-84 Affirmative Action Plan and Utilization Analysis Update. (Calendar Item No. 12)

June 25, 1984: Over to the meeting of July 23, 1984.

July 23, 1984: Over to the meeting of August 13, 1984 at the request of Latinos for Affirmative Action.

August 13, 1984: Over to the meeting of August 27, 1984 at request of staff.

Action: Over to the meeting of September 17, 1984 at request of staff.



IN-SERVICE MATTERS (cont.)

4673-84 Bilingual needs assessment at San Francisco General Hospital.  
(Calendar Item No. 13)

February 27, 1984:

1. Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:
  - A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
  - B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
  - C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.
2. Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry.

August 13, 1984:

Over to the meeting of August 27, 1984 at request of Department of Public Health.

Action:

Over to the meeting of September 17, 1984 at request of staff. The Commission stipulated that this was the final continuance.

4770-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 10)

Action:

Adopt staff report; approve requests for the duration indicated in the staff report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 27, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Marlin Arceneaux, 2740 Porter Supervisor I, 2/CPE-6, Department of Public Health, San Francisco General Hospital Medical Center, 8/9/84. (Calendar Item No. 20) (5)

Action: Over to the meeting of September 17, 1984. Department to provide copies of performance evaluations and documented conferences in Class 2785 and 2740.

Federico Cadampog, 8226 Museum Guard, 13/E-7, Fine Arts Museums, 6/29/84. (Calendar Item No. 25) (5)

July 23, 1984: Over to the meeting of August 27, 1984 at the request of Local 390/400.

Action: Off calendar at request of Equal Employment Opportunity.

Robert Donovan, 330 Deputy Clerk, 9/E-19, Municipal Court, Criminal Division, 7/27/84. (Calendar Item No. 29) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Municipal Court.

Barney Gomez, 9163 Transit Operator, 256/E-116, Public Utilities Commission, Municipal Railway, 7/10/84. (Calendar Item No. 26) (4)

Action: Over to the meeting of September 17, 1984 at request of Transport Worker's Union.

John P. Gunnison, 1840 Junior Management Assistant, 24/E-5, Department of Public Works, Water Pollution Control, 7/27/84. (Calendar Item No. 30) (2)

Action: Over to the meeting of September 17, 1984. Department to provide copies of performance evaluations and documented conferences.





Donald Hall, 8226 Museum Guard, 6/E-7, Fine Arts Museums, 6/29/84.  
(Calendar Item No. 24) (4)

July 23, 1984: Over to the meeting of August 27, 1984 at  
the request of Local 390/400.

Action: Off calendar at the request of Fine Arts Museums.

Leonard G. Jeong, Q-2 Police Officer, 338/E-90, San Francisco Police  
Department, Property Control Division, 8/13/84. (Calendar Item No.  
33) (6)

Action: Approve. Not to be employed again by the San Francisco  
Police Department.

Otis Johnson, 2302 Orderly, 34/E-312, Department of Public Health,  
Laguna Honda Hospital, 8/7/84. (Calendar Item No. 28) (4)

Action: Dismiss from the Service. Not to be employed again by  
the Department of Public Health for six months from  
August 6, 1984. No other restrictions.

Vivian Kobayashi, 3630 Librarian I, 9/E-43, San Francisco Public  
Library, 4/13/84. (Calendar Item No. 23) (3)

August 13, 1984: Over to the meeting of August 27, 1984 at  
request of San Francisco Public Library.

Action: Off calendar at request of San Francisco Public Library.

Garrett A. Lillethun, 7355 Truck Driver, 16/E-1, Department of  
Public Works, Street Cleaning Division, 7/15/84. (7)

Action: Cancel all current examination and eligibility status.  
Future employment subject to review and approval of the  
General Manager, Personnel after satisfactory completion  
of one year's work experience outside the City and  
County service. Not to be employed again by the  
Department of Public Works.

Kenneth J. Mathis, Q-2 Police Officer, V124/E-90 M, San Francisco  
Police Department, Personnel and Training Division, 5/24/84.  
(Calendar Item No. 35) (7)

June 25, 1984: Over to the meeting of July 9, 1984 at the  
request of Mr. Mathis' attorney.

July 9, 1984: Over to the meeting of August 27, 1984 at  
the request of Mr. Mathis' attorney.

Action: Not to be employed again by the San Francisco Police  
Department.



Maurice R. Pollard, H-2 Firefighter, 227/E-25, San Francisco Fire Department, 7/24/84. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Fire Department.

Sharon Raymond, 1426 Senior Clerk Typist, 28/CPE-15, Department of Public Health, Community Mental Health Services, 8/20/84. (Calendar Item No. 27) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Lillian Rodriguez, 1424 Clerk Typist, 52/E-113, Department of Social Services, 4/30/84. (Calendar Item No. 32) (6)

June 25, 1984: Over to the meeting of July 23, 1984 at request of Department of Social Services.

July 23, 1984: Over to the meeting of August 13, 1984 at the request of Department of Social Services.

August 13, 1984: Over to the meeting of August 27, 1984 at the request of Ms. Rodriguez's attorney.

Action: Approve. Not to be employed again by the Department of Social Services.

Juan Sosa, 2905 Senior Eligibility Worker, 10/CPE-2, Department of Social Services, 4/30/84. (Calendar Item No. 31) (6)

June 25, 1984: Over to the meeting of July 23, 1984 at request of Department of Social Services.

July 23, 1984: Over to the meeting of August 13, 1984 at the request of Department of Social Services.

August 13, 1984: Over to the meeting of August 27, 1984 at the request of Department of Social Services.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service.



John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 21) (5)

Action: Over to the meeting of September 17, 1984 at Mr. Straight's request.

Taoso Tagaloa, 1422 Junior Clerk, 166/E-101, Department of Social Services, 8/10/84. (Calendar Item No. 37) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 22) (1)

February 6, 1984: Over to the meeting of February 27, 1984 at Mr. Tull's request.

February 27, 1984: Over to the meeting of April 9, 1984 at Mr. Tull's request.

April 9, 1984: Over to the meeting of June 11, 1984 at request of Mr. Tull's attorney.

June 11, 1984: Over to the meeting of June 25, 1984 at request of San Francisco Police Department.

June 25, 1984: Over to the meeting of July 9, 1984 at the request of Mr. Tull's attorney.

July 9, 1984: Over to the meeting of August 27, 1984 at the request of Mr. Tull's attorney.

Action: Over to the meeting of September 17, 1984 at request of San Francisco Police Department.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 17, 1984

PART I - 2:00 P.M.

DOCUMENTS DEPT.

SEP 26 1984

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Gloyd  
Present: Commissioner Lee (Items Missed: Roll Call, 20, 21, 22, 28)  
Present: Commissioner Powell (Items Missed: 26)  
Present: Commissioner Texidor del Portillo

Excused: Commissioner Munson

Commissioner Gloyd presided

MINUTES: Regular Meeting of August 27, 1984

Action: Approve

ANNOUNCEMENTS

Due to the Columbus Day holiday on October 8 which conflicts with the regularly scheduled Civil Service Commission meeting, the Civil Service Commission has modified its meeting schedule for the months of September and October as follows:

the meetings of September 24, and  
October 8 are cancelled.

the Commission will meet on October 1 at 2 P.M.  
in the Department of Public Health Auditorium.

The normal schedule of meetings will resume on October 22 when the Commission will meet at 2 P.M. in Room 282 City Hall.

CLASSIFICATION MATTERS

1166-84 Request from the Municipal Railway to utilize three positions in Class 9746 Staff Assistant VII and one position in Class 9752 Staff Assistant X. (Calendar Item No. 21)

August 27, 1984: Over to the meeting of September 17, 1984  
at request of Local 21.

Action: Deny staff report.

1. Disapprove the use of 9746 Staff Assistant VII (\$1812 B/W flat rate) for three positions in the Municipal Railway subject to compliance with requirements specified in the staff report.
2. Disapprove the use of 9752 Staff Assistant X (\$2410 B/W flat rate) for one position in the Municipal Railway subject to compliance with requirements specified in the staff report.





CLASSIFICATION MATTERS (cont.)

1167-84 Request to consolidate Classes 7448 Sewer Cleaner and 7422 Cribber; abolish Class 7423 Cribber Assistant Supervisor. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish a new Class of 7421 Sewer Maintenance Worker (J. Sch. 47.2 \$925B1120) by consolidating the duties of Classes 7448 Sewer Cleaner (Sch. 46.7 \$903B1093) and 7422 Cribber (Sch. 46.7 \$903B1093).
2. Grant status in Class 7421 Sewer Maintenance Worker to permanent incumbents and eligibles in Classes 7448 Sewer Cleaner and 7422 Cribber.
3. As of July 1, 1985 abolish Class 7423 Cribber Assistant Supervisor when this action does not adversely affect permanent incumbents.
4. Amend the appropriate sections of the Annual Salary Ordinance to reflect this action.
5. Advise the Department to submit a Supplemental Appropriation request.

1169-84 Reclassification of eleven positions in the Traffic Division of the Police Department. (Calendar Item No. 5)

August 27, 1984: Over to the meeting of September 17, 1984 at request of San Francisco Police Department.

Action: Adopt staff report.

1. Reclassify eight positions in Class 1424 Clerk Typist (Sch. 36.8 567B684) and three positions in Class 1426 Senior Clerk Typist (Sch. 38.8 622B752) in the 1984-85 budget to Class 1708 Senior Telephone Operator (Sch. 38.1 602B728).
2. Amend Annual Salary Ordinance Section 38/02/52/01001 accordingly.
3. Advise the Department to submit a Supplemental Appropriation Request.

1171-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 20)

August 27, 1984: Contract Number 93-84/85 over to the meeting of September 17, 1984.

| <u>NUMBER</u> | <u>DEPARTMENT</u>           | <u>CONTRACTOR</u> |
|---------------|-----------------------------|-------------------|
| 93-84/85      | Public Utilities Commission | Howard Jackson    |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1172-84 Survey of Managerial positions in the Rent Stabilization and Arbitration Board. (Calendar Item No. 22)

August 27, 1984: Over to the meeting of September 17, 1984 at request of staff.

Action: Adopt staff report.

1. Establish new classifications as follows:

1105 Executive Director, Rent Arbitration Board (Sch. 59.7 \$168282043)

1107 Deputy Director, Rent Arbitration Board (Sch. 55.7 \$138881682)

2982 Rent Board Supervisor (Sch. 50.3 \$107381298)

2. Allocate budgeted positions as follows:

one position in Class 1849 Mayor's Program Manager to 1105 Executive Director, Rent Arbitration Board;  
one position in Class 1848 Mayor's Program Consultant to 1107 Deputy Director, Rent Arbitration Board;  
establish a new classification of 2982 Rent Board Supervisor for two positions previously requested in Class 1825 Management Analyst.

3. Amend specification for Class 2975 Citizens Complaint Officer as detailed in the staff report.

4. Amend Section 65/00/00/01001 of the 1984-85 Annual Salary Ordinance to reflect these actions.

5. Advise the Department to submit a Supplemental Appropriation Request to adjust its budget.

1183-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>   |
|---------------|-------------------|---|
| 106-84/85     | Public Health     | S.F. Medical Center<br>Outpatient Improvement<br>Program Inc. |
| 107-84/85     | Public Health     | Mission Area Health Assoc.                                    |
| 108-84/85     | Public Health     | Women's Alcoholism Center                                     |
| 109-84/85     | Public Health     | Western Medical Services                                      |
| 110-84/85     | Public Health     | Staff Builders  |
| 111-84/85     | Public Health     | Stat Nursing Services   |
| 112-84/85     | Public Health     | Allied Nursing Services                                       |
| 113-84/85     | Public Health     | Remedy Health Services  |
| 114-84/85     | Public Health     | Sunrise Nurses  |
| 115-84/85     | Public Health     | Professional Nurses Bureau                                    |
| 116-84/85     | Public Health     | Nursing Services<br>International                             |
| 117-84/85     | Public Health     | Kimberly Services, Inc.                                       |
| 118-84/85     | Adult Probation   | American Arbitration Assoc.                                   |



CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>                           |
|---------------|--------------------------------|---|
| 119-84/85     | CAO-Solid Waste Mgmt.          | Urban Resource Systems                      |
| 120-84/85     | CAO-Solid Waste Mgmt.          | Judy A. Drummond                            |
| 121-84/85     | CAO-Solid Waste Mgmt.          | Heide Christiane Gyn                        |
| 122-84/85     | CAO-Solid Waste Mgmt.          | Mary Ling                                   |
| 123-84/85     | CAO-Solid Waste Mgmt.          | William D. Weider                           |
| 124-84/85     | CAO-Solid Waste Mgmt.          | Kathleen Carpenter White                    |
| 125-84/85     | CAO-Solid Waste Mgmt.          | Marney Miles                                |
| 126-84/85     | CAO-Solid Waste Mgmt.          | Melissa Ristich                             |
| 127-84/85     | CAO-Solid Waste Mgmt.          | Helen N. DeBerry                            |
| 128-84/85     | CAO-Solid Waste Mgmt.          | Larry C. Risk                               |
| 129-84/85     | CAO-Solid Waste Mgmt.          | Douglas Butler                              |
| 130-84/85     | Public Works                   | CH2M Hill                                   |
| 131-84/85     | Public Works                   | Caltrans District 4                         |
| 132-84/85     | Public Works                   | Caltrans District 4                         |
| 133-84/85     | Public Works                   | Design, Video Co.                           |
| 134-84/85     | Mayor's Office                 | O'Neill & Co.                               |
| 135-84/85     | Real Estate                    | Charles S. Campanella, Inc.                 |
| 136-84/85     | Public Utilities<br>Commission | S.F. Community College<br>District          |
| 137-84/85     | Controller                     | Programming Resources<br>Company            |
| 138-84/85     | Public Utilities<br>Commission | Ripley Associates                           |
| 139-84/85     | Public Health                  | Ramsell<br>Corporation/Sylvester<br>Flowers |
| 140-84/85     | Controller                     | Ron Ho Associates                           |
| 141-84/85     | Public Health                  | A.J. Calvert, Associates,<br>Inc.           |
| 142-84/85     | Controller                     | David Hicks Assoc.                          |
| 143-84/85     | Public Utilities<br>Commission | Innovative Directions, Inc.                 |
| 144-84/85     | Public Utilities<br>Commission | Stanford Dennison                           |
| 145-84/85     | Public Utilities<br>Commission | Cathy Pronzini                              |
| 146-84/85     | Public Utilities<br>Commission | Edward Cahill                               |
| 147-84/85     | Controller                     | Larry Lingbloom                             |



CLASSIFICATION MATTERS (cont.)

1183-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>  | <u>CONTRACTOR</u>                         |
|---------------|--|---|
| 148-84/85     | Civil Service Commission   | Psychometrics Incorporated                |
| 149-84/85     | Public Works   | University of California Cooperative Ext. |
| 150-84/85     | Public Health  | Brown and Associates                      |
| 151-84/85     | Public Health  | Arthur Young & Company                    |
| 152-84/85     | Public Health  | S.F. Unified School District              |
| 153-84/85     | Public Utilities Commission  | Philip Racho                              |
| 154-84/85     | Controller   | Analysts International Corp.              |
| Action:       | <ol style="list-style-type: none"> <li>1. Contract Number 106-84/85 off calendar at the request of the Department of Public Health.</li> <li>2. Adopt staff report; notify the offices of the Controller and the Purchaser.</li> </ol> |   |

1185-84 Request from the Fire Department to use a class in the Staff Assistant, Special Project Series as a Program Manager, Hazardous Materials. (Calendar Item No. 7)

Action: Adopt staff report. Approve for one year the use of Class 9746 Staff Assistant VII, Special Project (\$1812BW) to employ a Program Manager, Hazardous Materials.

1186-84 Classification survey of one position in the Department of Public Health. (Calendar Item No. 8)

| <u>Department</u>                      | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u>   | <u>Recommended Class</u>                              |
|--|-----------------|--|---|
| Public Health<br>S.F. General Hospital | 1               | 2248 Assistant Director of Clinical Services II<br>(Sch. 61.2 \$1809B2199) | 2934 Chief Psychiatric Social Worker<br>(\$1310B1588) |

Action: Adopt staff report.

1187-84 Classification of new positions in the 1984/85 Budget. (Calendar Item No. 9)

Action: Adopt staff report. Allocate new positions to recommended classifications; defer classification action on positions designated "SC".





CLASSIFICATION MATTERS (cont.)

1188-84 Request to establish the new classification of 1111 Executive Director, Relocation Appeals Board. (Calendar Item No. 10)

Action: Adopt staff report.

1. Establish the new classification of 1111 Executive Director, Relocation Appeals Board at Sch. 58.8 J, Z \$161181955 as detailed in the staff report.
2. Authorize that Class 1111 Executive Director, Relocation Appeals Board be exempt from the Civil Service provisions of the Charter in accordance with Charter Section 3.500(h).
3. Reallocate one existing position in Class 9742 Staff Assistant V, Special Project (\$136381363) to the new Classification of 1111 Executive Director, Relocation Appeals Board (Sch. 58.8 \$161181955); amend Annual Salary Ordinance 25/02/00/01001 to reflect these changes.

COMPENSATION MATTERS

2274-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 11)

| <u>NAME AND CLASS</u>                                      | <u>DEPARTMENT</u>              | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|--------------------------------|-----------------------|-------------------------|
| Farnum Alston<br>1180 Executive<br>Assistant to<br>the CAO | Chief Administrative<br>Office | 5                     | 5                       |
| Adrian<br>Ivancevich<br>8176 Trial Attorney                | District Attorney              | 5                     | 5                       |
| Robert Ring<br>8176 Trial<br>Attorney                      | District Attorney              | 5                     | 5                       |
| Kathy Asada<br>8176 Trial<br>Attorney                      | Public Defender                | 3                     | 3                       |
| Gary Gonzalez<br>8176 Trial<br>Attorney                    | Public Defender                | 3                     | 3                       |
| Newton Lam<br>8176 Trial<br>Attorney                       | Public Defender                | 2                     | 2                       |
| Wendy Rouder<br>8176 Trial<br>Attorney                     | Public Defender                | 4                     | 4                       |
| Grant Tamioka<br>8176 Trial<br>Attorney                    | Public Defender                | 3                     | 3                       |
| Alfredo Vea<br>8176 Trial<br>Attorney                      | Public Defender                | 4                     | 4                       |



2274-84  
(cont.)

COMPENSATION MATTERS (cont.)

| <u>NAME AND CLASS</u>                                      | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Jason Wechter<br>8142 Public<br>Defender's<br>Investigator | Public Defender   | 5                     | 5                       |
| Steven<br>Knoeffklatt<br>2662 Director of<br>Food Services | Public Health     | 5                     | 5                       |
| Clair Schulte<br>2662 Director of<br>Food Services         | Public Health     | 5                     | 5                       |

Action: Adopt staff report.

2275-84 Requests for Supervisory Differential Adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 12)

Action: Adopt staff report. Approve Supervisory Differential Adjustments, notify departments accordingly.

EXAMINATION MATTERS

3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department; scoring examinations and preparing models related to probable outcomes. (Calendar Item No. 25)

June 11, 1984: Over to the meeting of June 25, 1984 at request of staff.

June 25, 1984: Staff authorized to proceed with the scoring of the unscored test components for the purpose of determining reliability and validity.

July 23, 1984: Over to the meeting of August 13, 1984.

August 13, 1984: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.

August 27, 1984: Over to the meeting of September 17, 1984 due to continuance of File 3697-83.

Action: Over to the meeting of October 1, 1984 or to a Special Meeting to be announced due to continuance of File 3697-83.



EXAMINATION MATTERS (cont.)

- 3271-84 Reconsideration of action by the General Manager, Personnel on protests concerning the structured oral and leaderless group discussion components of the examination for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 26)
- Action:
1. Deny appeals of William Connolly, Robert Fennell, John J. Lee, Louis Mambretti and James C. Novello.
  2. Appeals of Robert Demmons, John O'Shea, Patrick Ryan and James Sullivan over to a Special Meeting to be announced.
- 3295-84 Appeal of the Q-60 Police Lieutenant tentative eligible list. (Calendar Item No. 15)
- Action: Adopt staff report; continue the appeals of John Ballentine, Anthony Balzar, Gary Elsenbroich and William Shoaf. If the Civil Service Commission grants the appeals and the appellants resulting score would place them higher than the 49th score, they may be given retroactive benefits in their appointments in consideration of their appeals.
- 3296-84 Appeal of staff's denial of request that examinations for Classes 8442 Senior Probation Officer and 8414 Supervising Probation Officer be issued on a promotional basis only. (Calendar Item No. 23)
- Action: Over to the meeting of October 1, 1984 at request of Local 21.
- 3697-83 Appeal of action of General Manager, Personnel on protest of the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 24)
- January 9, 1984:
1. Schedule of administration to be maintained.
  2. Other issues, i.e., test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.
  3. The Commission will not consider any written material distributed at meetings.
- June 25, 1984: Over to the meeting of July 23, 1984.



EXAMINATION MATTERS (cont.)

3697-83  
(cont.)

- July 23, 1984: Adopt staff report; deny appeals.
1. Consultant is directed to evaluate suitable alternative methods of using the selection procedures for Class H-4 Inspector, Class H-6 Investigator, Class H-20 Lieutenant and H-30 Captain which will have as little adverse impact as possible; each alternate method of use investigated by the consultant should serve the San Francisco Fire Department's legitimate interest in efficient and trustworthy workmanship; the consultant should set competency levels on each test and evaluate various weight options during this alternate use evaluation.
  2. All other matters related to these examinations over to the meeting of August 13, 1984.
- August 13, 1984: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.
- August 27, 1984: Over to the meeting of September 17, 1984 at request of William C. McNeill III, Counsel for San Francisco Black Firefighters.
- Action: Civil Service Commission directs Civil Service Commission staff, Mr. Biddle, Mr. William C. McNeill III, Counsel for San Francisco Black Firefighters and Mr. James Ferguson, Union Representative, and Counsel for San Francisco Firefighters Local 798 to meet and discuss issues. The Civil Service Commission further stipulates a summary of this meeting to be presented at the meeting of October 1, 1984 or at a Special Meeting to be announced.

IN-SERVICE MATTERS

- 4551-84 Affirmative Action Plan and Utilization Analysis Update.  
(Calendar Item No. 17)
- June 25, 1984: Over to the meeting of July 23, 1984.
- July 23, 1984: Over to the meeting of August 13, 1984 at the request of Latinos for Affirmative Action.
- August 13, 1984: Over to the meeting of August 27, 1984 at request of staff.
- August 27, 1984: Over to the meeting of September 17, 1984 at request of staff.
- Action: Adopt staff report.





IN-SERVICE MATTERS (cont.)

4673-84 Bilingual needs assessment at San Francisco General Hospital.  
(Calendar Item No. 18)

February 27, 1984: Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:

- A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
- B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
- C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.

August 13, 1984: Over to the meeting of August 27, 1984 at request of Department of Public Health.

August 27, 1984: Over to the meeting of September 17, 1984 at request of staff. The Commission stipulated that this was the final continuance.

Action: Civil Service Commission directs the General Manager, Personnel to inform the Director of Department of Public Health that it will utilize the provisions of Charter Section 8.341 if the Department of Public Health does not provide a specific timetable for the filling of the remaining vacant bilingual positions with qualified personnel within 30 days from the date of this hearing.

4832-84 Special Report - Deputy City Attorney - (William J. Mallen).  
(Calendar Item No. 16)

Action: Motion: Approve Judge William J. Mallen's request regarding cash payment for accumulated and unused sick leave upon resignation from City service.  
(Vote was 2 to 2: the motion is lost on a tie vote on an affirmative motion and the request before the Commission is denied.)



IN-SERVICE MATTERS (cont.)

4836-84 Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry. (Calendar Item No. 19)

Action: Over to the meeting of October 1, 1984 at request of staff.

4837-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 13)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 17, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Marlin Arceneaux, 2740 Porter Supervisor I, 2/CPE-6, Department of Public Health, San Francisco General Hospital Medical Center, 8/9/84. (Calendar Item No. 28) (5)

August 27, 1984: Over to the meeting of September 17, 1984. Department to provide copies of performance evaluations and documented conferences in Class 2785 and 2740.

Action: Reinstated. Must complete a new probationary period.

Benjamin Barela, 8204 Institutional Police Officer, 19/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 6/18/84. (Calendar Item No. 35) (4)

July 23, 1984: Off calendar at request of Department of Public Health.

August 13, 1984: Over to the meeting of September 17, 1984 at Mr. Barela's request.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of July 23, 1984 (Commissioners Gloyd, Powell and Texidor del Portillo): Thomas Barnes, 2708 Custodian, 23/E-52, San Francisco Community College District, City College, 6/26/84. (Calendar Item No. 44) (7)

July 23, 1984: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Action: Over to the meeting of October 22, 1984 at request of Mr. Barnes' attorney.



Reconsideration of Civil Service Commission action of August 13, 1984 (Commissioners Gloyd, Powell and Texidor del Portillo):  
Aurora Enchano, 2806 Disease Control Investigator, 61/E-9,  
Department of Public Health, Community Public Health Services,  
7/30/84. (Calendar Item No. 34) (4)

August 13, 1984: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Action: Dismiss from the Service. Future employment in Class 2806 Disease Control Investigator subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. No other restrictions.

Barney Gomez, 9163 Transit Operator, 256/E-116, Public Utilities Commission, Municipal Railway, 7/10/84. (Calendar Item No. 37) (4)

August 27, 1984: Over to the meeting of September 17, 1984 at request of Transport Worker's Union.

Action: Over to the meeting of October 1, 1984 at request of Transport Worker's Union.

Ah Nooi Goon, 2320 Registered Nurse, 7/E-656, Department of Public Health, San Francisco General Hospital Medical Center, 7/19/84.  
(Calendar Item No. 39) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

John P. Gunnison, 1840 Junior Management Assistant, 24/E-5,  
Department of Public Works, Water Pollution Control, 7/27/84.  
(Calendar Item No. 38) (2)

August 27, 1984: Over to the meeting of September 17, 1984. Department to provide copies of performance evaluations and documented conferences.

Action: No restriction on future employment.

Cheryl-Lynn Holmes, 1430 Transcriber Typist, LT, Juvenile Court,  
Administration Division, 9/5/84. (Calendar Item No. 33) (1)

Action: Over to the meeting of October 1, 1984 at request of Ms. Holmes' attorney.





Marykutty Joseph, 2320 Registered Nurse, 9/E-642, Department of Public Health, San Francisco General Hospital Medical Center, 7/7/84. (Calendar Item No. 40) (6)

Action: Off calendar at request of Department of Public Health.

Calvin Lambert, 8204 Institutional Police Officer, 13/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 8/29/84. (Calendar Item No. 36) (4)

Action: Dismiss from the Service. No restriction on future employment.

MacArthur McCollister, 9163 Transit Operator, 242/E-107, Public Utilities Commission, Municipal Railway, 5/13/84. (Calendar Item No. 45) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Kenneth S. Rogers, 7409 Electrical Transit Worker, 55/E-7, Public Utilities Commission, Equipment Maintenance Division, 6/8/84. (Calendar Item No. 42) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Valarie Statham, 1426 Senior Clerk Typist, 10/C-18, San Francisco Unified School District, Dr. Charles Drew Children's Center, 7/31/84. (Calendar Item No. 31) (5)

Action: Approve. Reinstated to a position in the class from which promoted.

John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 29) (5)

August 27, 1984: Over to the meeting of September 17, 1984 at Mr. Straight's request.

Action: Over to the meeting of October 1, 1984 at request of San Francisco Public Library.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 1/24/84. (Calendar Item No. 32) (1)



February 6, 1984: Over to the meeting of February 27, 1984 at Mr. Tull's request.

February 27, 1984: Over to the meeting of April 9, 1984 at Mr. Tull's request.

April 9, 1984: Over to the meeting of June 11, 1984 at request of Mr. Tull's attorney.

June 11, 1984: Over to the meeting of June 25, 1984 at request of San Francisco Police Department.

June 25, 1984: Over to the meeting of July 9, 1984 at the request of Mr. Tull's attorney.

July 9, 1984: Over to the meeting of August 27, 1984 at the request of Mr. Tull's attorney.

August 27, 1984: Over to the meeting of September 17, 1984 at request of San Francisco Police Department.

Action: Disapprove the termination; reinstate to Limited Tenure position if available. If no Limited Tenure vacancy, return name to list for future certification (Rule of Three).

Donald Walker, 2302 Orderly, 33/E-290, Department of Public Health, San Francisco General Hospital Medical Center, 6/12/84. (Calendar Item No. 41) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of August 13, 1984 (Commissioners Gloyd, Powell, and Texidor del Portillo): Leon Walker, 2716 Custodial Assistant Supervisor, 36/CPE-1, Public Utilities Commission, Municipal Railway, 7/20/84. (Calendar Item No. 30) (4)

August 13, 1984: Approve. Reinstate to a position in the class from which promoted.

Action: Over to the meeting of October 1, 1984.

McKinley M. Ward, 9122 Transit Information Clerk, 2/E-1, Public Utilities Commission, Bureau of Administration, 7/26/84. (Calendar Item No. 43) (6)

Action: Over to the meeting of October 1, 1984 at request of Mr. Ward.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 1, 1984

PART I - 2:00 P.M.

DOCUMENTS DEPT.

OCT 17 1984

JAN 1 1985

Present: Commissioner Gloyd  
Present: Commissioner Lee  
Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo

(Items Missed: 16, 18, 19,  
20, 21, 22, and 25)

Excused: Commissioner Munson

Commissioner Gloyd presided

MINUTES: Regular Meeting of September 17, 1984

Action: Approve as amended to correct action on File 4673-84.

CLASSIFICATION MATTERS

1195-84 Establishment of a new classification for the Public Utilities Commission, Bureau of Claims and Contracts. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish Class 1887 Manager, Bureau of Claims and Contracts, Public Utilities Commission, at Sch. 64.6 J, Z \$2135B2596.
2. Authorize that Class 1887 Manager, Bureau of Claims and Contracts, Public Utilities Commission, be exempted from the Civil Service provisions of the Charter in accordance with Charter Section 3.593.
3. Allocate one position listed in the Public Utilities Commission budget as A707 Director, Bureau of Claims and Contracts, Public Utilities Commission (J, \$2135B2596), to Class 1887 Manager, Bureau of Claims and Contracts, Public Utilities Commission, at Sch. 64.6 J, Z \$2135B2596.
4. Amend Annual Salary Ordinance Section 40/400400/09051 to reflect this action.
5. Abolish Class 9159 General Claims Agent.

1196-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>         |
|---------------|-------------------|---------------------------|
| 155-84/85     | Port              | Holzmueller Corporation   |
| 156-84/85     | Port              | S.F. Symphony Association |
| 157-84/85     | Juvenile Court    | Vision Quest              |
| 158-84/85     | Art Commission    | Selma Brown               |
| 159-84/85     | Art Commission    | Juana Alicia              |
| 160-84/85     | Art Commission    | James Dong                |



CLASSIFICATION MATTERS (cont.)

1196-84  
(cont.)

|           |   |   |
|-----------|---|---|
| 161-84/85 | Art Commission                              | Gail Aratani Dong   |
| 162-84/85 | District Attorney/<br>Family Support Bureau | Roscoe Simmons  |
| 163-84/85 | Controller                                  | Weber and Weber   |
| 164-84/85 | Controller                                  | The Professionals   |
| 165-84/85 | Controller                                  | The Cameron Group, Inc.   |
| 166-84/85 | Controller                                  | Gentry, Inc.  |
| 167-84/85 | Controller                                  | Simborg Systems Corporation   |
| 168-84/85 | Public Health                               | Dictation West, Inc.  |
| 169-84/85 | Public Works                                | Ames & Associates   |
| 170-84/85 | Public Works                                | Caltrans District 4   |
| 171-84/85 | Public Works                                | Pan Marine Constructors,<br>Inc.  |
| 172-84/85 | Public Utilities<br>Commission              | Tim Findley   |
| 173-84/85 | Public Utilities<br>Commission              | NDBS, Gerald Long   |
| 174-84/85 | Public Utilities<br>Commission              | Foster Engineering, Inc.<br>and Jordan Associates   |
| 175-84/85 | Chief Administrative<br>Office              | Urban Ore, Inc.   |
| 176-84/85 | Public Works/<br>Clean Water                | Jefferson Associates  |
| 177-84/85 | Public Health                               | Norman Dinerman, M.D.   |
| 178-84/85 | Social Services                             | To be selected  |
| 179-84/85 | District Attorney/<br>Victim Witness        | S.F. Suicide Prevention   |
| 180-84/85 | Public Works                                | Jack Hopkins Company  |
| 181-84/85 | Public Utilities<br>Commission              | ATE Management Service Co.,<br>Inc.   |
| Action:   | 1.  | Contract Number 172-84/85 over to the meeting of<br>October 22, 1984.                                 |
|           | 2.  | Adopt staff report on all other contracts; notify<br>the offices of the Controller and the Purchaser. |

1197-84 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as a Director of Medical Records. (Calendar Item No. 7)

Action: Approve use of Class 9746 Staff Assistant VII, Special Project (\$1812BW) through June 30, 1985 to employ a Medical Records Director, San Francisco General Hospital.





CLASSIFICATION MATTERS (cont.)

1200-84 Classification survey of positions in various City departments.  
(Calendar Item No. 5)

| <u>Department</u>              | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                                    | <u>Recommended<br/>Class</u>           |
|--------------------------------|---------------------|---|--|
| Public Utilities<br>Commission | 1                   | 1232 Training Officer<br>(Sch. 49.5 1032B1249)                        | Same                                   |
|                                | 1                   | 1224 Principal Payroll<br>and Personnel Clerk<br>(Sch. 45.9 870B1052) | Same                                   |
|                                | 1                   | 1844 Senior Management<br>Assistant<br>(Sch. 50.5 1083B1310)          | Same                                   |
| Retirement<br>System           | 1                   | 1654 Principal Accountant<br>(Sch. 50.1 1062B1285)                    | Same                                   |
| Real Estate                    | 1                   | 4110 Rental Property<br>Supervisor<br>(Sch. 54.0 1270B1550)           | 1656 Head<br>Accountant<br>(1285B1558) |

Action: Adopt staff report.

EXAMINATION MATTERS

3257-84 Request for reconsideration of staff's denial of the protest of the minimum qualifications for Class 2895 Program Chief, Community Mental Health Services. (Calendar Item No. 12)

Action: Over to the meeting of October 22, 1984.

3296-84 Appeal of staff's denial of request that examinations for Classes 8442 Senior Probation Officer and 8414 Supervising Probation Officer be issued on a promotional basis only. (Calendar Item No. 11)

September 17, 1984: Over to the meeting of October 1, 1984 at request of Local 21.

Action: Over to the meeting of October 22, 1984 at the request of the Probation Officers Association.

3317-84 Request for reconsideration of staff's denial of the protest filed on the minimum requirements for Classes 1242 Personnel Analyst and 1244 Senior Personnel Analyst. (Calendar Item No. 13)

Action:

1. Grant appeal of Norma Gill regarding Class 1242 Personnel Analyst; allow her to participate in the examination for Class 1242 for the departmental administration sublist. If successful, rank on the eligible list under waiver until she has completed one additional year of experience.
2. Deny appeal regarding Class 1244 Senior Personnel Analyst.



EXAMINATION MATTERS (cont.)

- 3322-84 Special Report - Class Q2 Police Officer - (Roberta N. Wright).  
(Calendar Item No. 14)
- Action: Over to the meeting of November 13, 1984 at request of Ms. Wright's attorney.
- 3323-84 Special Report - Class Q2 Police Officer - (Manuel C. Solano).  
(Calendar Item No. 15)
- Action: Over to the meeting of October 22, 1984 at request of Mr. Solano's attorney.
- 3324-84 Special Report - Class Q2 Police Officer - (Christopher D. Rivas).  
(Calendar Item No. 16)
- Action: Deny appeal; find unqualified as to background for this examination for Class Q2 Police Officer. Remove name from eligible list.
- 3325-84 Special Report - Class Q2 Police Officer - (James J. Reidy).  
(Calendar Item No. 17)
- Action: Over to the meeting of October 22, 1984 at request of Mr. Reidy's attorney.
- 3326-84 Special Report - Class Q2 Police Officer - (John Pita).  
(Calendar Item No. 18)
- Action: Deny appeal; find unqualified as to background for this examination for Class Q2 Police Officer. Remove name from eligible list.
- 3327-84 Special Report - Class Q2 Police Officer - (Mary Jane Jackson).  
(Calendar Item No. 19)
- Action: Deny appeal; find unqualified as to background for this examination for Class Q2 Police Officer. Remove name from eligible list.
- 3328-84 Special Report - Class Q2 Police Officer - (John S. Hudnall).  
(Calendar Item No. 20)
- Action: Deny appeal; find unqualified as to background for this examination for Class Q2 Police Officer. Remove name from eligible list.
- 3329-84 Special Report - Class Q2 Police Officer - (Janet McKenna).  
(Calendar Item No. 21)
- Action: Off calendar. The San Francisco Police Department to notify the Assistant Secretary when prepared to proceed.



EXAMINATION MATTERS (cont.)

3330-84 Special Report - Class Q2 Police Officer - (Ron Knittel).  
(Calendar Item No. 22)

Action: 1. Find qualified as to residency.  
2. Balance of background review over to the meeting  
of November 13, 1984.

3331-84 Special Report - Class Q2 Police Officer - (Scott A. Ellis).  
(Calendar Item No. 23)

Action: Over to the meeting of October 22, 1984 at the request  
of Mr. Ellis' attorney.

3332-84 Special Report - Class Q2 Police Officer - (Frank A. Duke).  
(Calendar Item No. 24)

Action: Over to the meeting of October 22, 1984 at Mr. Duke's  
request.

3333-84 Special Report - Class Q2 Police Officer - (Marian H. Cohen).  
(Calendar Item No. 25)

Action: Deny appeal; find unqualified as to background for this  
examination for Class Q2 Police Officer. Remove name  
from eligible list.

3334-84 Special Report - Class Q2 Police Officer - (Deborah A. Childs).  
(Calendar Item No. 26)

Action: Over to the meeting of October 22, 1984 at the request  
of Ms. Child's attorney.

IN-SERVICE MATTERS

4836-84 Pursuant to its authority under Charter Section 3.661 and 8.341, the  
Commission directed the General Manager, Personnel to appoint an  
investigator to inquire into the personnel practices related to the  
recent report of the San Francisco General Hospital by the State of  
California and to report back to the Commission the findings of that  
inquiry. (Calendar Item No. 10)

September 17, 1984: Over to the meeting of October 1, 1984 at  
request of staff.

Action: Over to the meeting of October 22, 1984 at request of  
staff.

4865-84 From the heads of various departments requesting authorization to  
make limited tenure appointments. (Calendar Item No. 8)

Action: Adopt staff report; approve requests for the duration  
indicated in the staff report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 1, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Leaburn Alexander, 9163 Tranist Operator, 33/E-115, Public Utilities Commission, Municipal Railway, 9/2/84. (Calendar Item No. 42) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission. Must submit evidence of satisfactory progress in a rehabilitation program prior to clearance for reemployment.

Vincent Anderson, 9163 Transit Operator, 731/E-112, Public Utilities Commission, Municipal Railway, 4/21/84. (Calendar Item No. 43) (7)

Action: Over to the meeting of October 22, 1984 at request of Mr. Anderson's attorney.

Luz Balmes, 1428 Ward Clerk, 710/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 8/31/84. (Calendar Item No. 36) (4)

Action: Off calendar at request of Department.

Darlene Briggs, 1428 Ward Clerk, 36/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 8/31/84. (Calendar Item No. 37) (4)

Action: Over to the meeting of October 22, 1984 at request of Department of Public Health.

Japheth C. Castro, 9163 Transit Operator, 162/E-115, Public Utilities Commission, Municipal Railway, 8/13/84. (Calendar Item No. 35) (4)

Action: Return name to list.





Reconsideration of Civil Service Commission action of September 19, 1983 (Commissioners Gloyd, Powell and Texidor del Portillo):  
James C. Daniels, 9163 Transit Operator, 52/E110, Public Utilities Commission, Municipal Railway, 9/2/83. (Calendar Item No. 31) (3)

September 19, 1983: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission. No appeal filed.

Action: 1. Cancel administrative action of September 19, 1983.  
2. Grant appeal. Disapprove automatic resignation. Reinstatement to position.

Kathryn Eremia, 2624 Dietitian, 1/E-5, Department of Public Health, San Francisco General Hospital Medical Center, 7/20/84. (Calendar Item No. 40) (6)

Action: Off calendar to complete Rule 33 procedure for certification of resignation with services unsatisfactory.

Michael Fair, 2736 Porter, 8/E-52, Department of Public Health, Laguna Honda Hospital, 8/28/84. (Calendar Item No. 32) (6)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstatement to position.

Barney Gomez, 9163 Transit Operator, 256/E-116, Public Utilities Commission, Municipal Railway, 7/10/84. (Calendar Item No. 34) (4)

August 27, 1984: Over to the meeting of September 17, 1984 at request of Transport Worker's Union.

September 17, 1984: Over to the meeting of October 1, 1984 at request of Transport Worker's Union.

Action: Off calendar at request of the Public Utilities Commission.

Cheryl-Lynn Holmes, 1430 Transcriber Typist, LT, Juvenile Court, Administration Division, 9/5/84. (Calendar Item No. 30) (1)

September 17, 1984: Over to the meeting of October 1, 1984 at request of Ms. Holmes' attorney.

Action: Off calendar at request of Juvenile Court.



Michael Jeter, 2708 Custodian, 174/E-1, San Francisco Community College District, College Division, 9/7/84. (Calendar Item No. 41) (6)

Action: Off calendar to complete Rule 33 procedure for certification of resignation with services unsatisfactory.

Olin Merritt, 2760 Laundry Worker, 40/E-2, Department of Public Health, Laguna Honda Hospital, 8/30/84. (Calendar Item No. 33) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Joe Lee Perry, 2310 Operating Room Technician, 3/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 8/29/84. (Calendar Item No. 44) (7)

Action: No future employment with the City and County of San Francisco.

Beverly Royal, 1853 EDP Control Clerk, 16/E-3, Public Utilities Commission, Municipal Railway, 8/28/84. (Calendar Item No. 39) (6)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Must submit evidence of satisfactory progress in a rehabilitation program prior to clearance for reemployment.

John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 28) (4)

August 27, 1984: Over to the meeting of September 17, 1984 at Mr. Straight's request.

September 17, 1984: Over to the meeting of October 1, 1984 at request of San Francisco Public Library.

Action: Over to the meeting of October 22, 1984 at request of San Francisco Public Library.



Reconsideration of Civil Service Commission action of August 13, 1984 (Commissioners Gloyd, Powell, and Texidor del Portillo): (Calendar Item No. 29) (4)  
Leon Walker, 2716 Custodial Assistant Supervisor, 36/CPE-1, Public Utilities Commission, Municipal Railway, 7/20/84.

August 13, 1984: Approve. Reinstate to a position in the class from which promoted.

September 17, 1984: Over to the meeting of October 1, 1984.

Action: Sustain action of August 13, 1984. Amend this action as follows: Return name to the eligible list for Class 2716 Custodial Assistant Supervisor.

McKinley M. Ward, 9122 Transit Information Clerk, 2/E-1, Public Utilities Commission, Bureau of Administration, 7/26/84. (Calendar Item No. 38) (6)

September 17, 1984: Over to the meeting of October 1, 1984 at Mr. Ward's request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



AMENDED  
CSC MEETING OF 9/17/84  
IN-SERVICE MATTERS (cont.)

4673-84 Bilingual needs assessment at San Francisco General Hospital.  
(Calendar Item No. 18)

February 27, 1984: Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:

- A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
- B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
- C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.

August 13, 1984: Over to the meeting of August 27, 1984 at request of Department of Public Health.

August 27, 1984: Over to the meeting of September 17, 1984 at request of staff. The Commission stipulated that this was the final continuance.

Action: Civil Service Commission directs the General Manager, Personnel to inform the Director of Department of Public Health that it will utilize the provisions of Charter Section 8.341 if the Department of Public Health does not provide a specific timetable for the filling of the remaining vacant bilingual positions with qualified personnel within 30 days from the date of this hearing. The Commission further stipulates that these positions are to be filled by December 1, 1984.

4832-84 Special Report - Deputy City Attorney - (William J. Mallen).  
(Calendar Item No. 16)

Action: Motion: Approve Judge William J. Mallen's request regarding cash payment for accumulated and unused sick leave upon resignation from City service.  
(Vote was 2 to 2: the motion is lost on a tie vote on an affirmative motion and the request before the Commission is denied.)





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 22, 1984

PART I - 2:00 P.M.

Present: Commissioner Gloyd  
Present: Commissioner Munson  
Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo  
Excused: Commissioner Lee  
Commissioner Gloyd presided

DOCUMENTS DEPT.

OCT 31 1984

SAN FRANCISCO  
PUBLIC LIBRARY

MINUTES: Regular Meeting of October 1, 1984

Action: Approve.

ANNOUNCEMENTS:

1. Executive Session of October 22, 1984:

The Commission announced that it had met in closed session with the City Attorney to discuss litigation. The following action was taken with Commissioners Gloyd, Powell, and Texidor del Portillo present:

- A. The City Attorney was authorized to negotiate a settlement of attorney fees in the litigation in the promotional examinations in the San Francisco Fire Department. Vote of 3 to 0.
- B. The City Attorney was authorized to negotiate a settlement prior to trial in the Kerr v. the City and County litigation. Vote of 3 to 0.
- C. The City Attorney was directed to appeal the decision of the Superior Court if that Court fails to reconsider its decision in the litigation filed by Adam Banks and Valerie Lynch. Vote of 3 to 0.

2. The Commission announced that due to the Veterans' Day Holiday on November 12, 1984 it would next meet on Tuesday, November 13, 1984 at 1 P.M., 2 P.M., and 3 P.M. in the Department of Public Health Auditorium. The Commission also announced that it has canceled its meeting of Monday, December 24, 1984.

3. Other announcements:

None.

CLASSIFICATION MATTERS

1166-84 Reconsideration of Civil Service Commission action of September 17, 1984 (Commissioners Lee, Powell and Texidor del Portillo):  
Request from the Municipal Railway to utilize three positions in Class 9746 Staff Assistant VII and one position in Class 9752 Staff Assistant X. (Calendar Item No. 13)

September 17, 1984: Deny staff report.

Action: Over to the meeting of November 13, 1984 at request of staff.



CLASSIFICATION MATTERS (cont.)

1184-84 Establishment of a new classification of Director of Student Assignment, Research and Assessment for the San Francisco Unified School District. (Calendar Item No. 14)

Action: Deny staff report.

1196-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

October 1, 1984: Contract Number 172-84/85 over to the meeting of October 22, 1984 at request of the department.

| <u>NUMBER</u> | <u>DEPARTMENT</u>           | <u>CONTRACTOR</u> |
|---------------|-----------------------------|-------------------|
| 172-84/85     | Public Utilities Commission | Tim Findley       |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1209-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u>           | <u>CONTRACTOR</u>   |
|---------------|-----------------------------|---|
| 182-84/85     | Airport                     | Cerand and Company, Washington, D.C.                              |
| 183-84/85     | Airport                     | Dieter C. Rapp, Interior Planting Consultant                      |
| 184-84/85     | Chief Administrative Office | Richmond Environmental Action                                     |
| 185-84/85     | Civil Service Commission    | California State Personnel Board, Cooperative Personnel Services. |
| 186-84/85     | Public Health               | Family Service Agency/T.A.P.P.                                    |
| 187-84/85     | Public Health               | Mission Area Health Associates                                    |
| 188-84/85     | Public Health               | Northeast Medical Services, Sydney Skillman                       |
| 189-84/85     | Public Health               | Mount Zion Hospital & Medical Center                              |
| 190-84/85     | Public Health               | S.F. Medical Center Outpatient Improvements Programs              |
| 191-84/85     | Public Health               | Regents, University of California/SFGH, J.P. Perino               |
| 192-84/85     | Public Health               | St. Luke's Neighborhood Clinic                                    |
| 193-84/85     | Public Health               | Urban Indian Health Board Inc.                                    |



1209-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>  |
|---------------|--------------------------------|--|
| 194-84/85     | Public Health                  | Coalition for the Medical Rights of Women                                    |
| 195-84/85     | Public Health                  | St. Benedict Center<br>Interpreting Services                                 |
| 196-84/85     | Public Health                  | Children's Hospital of San Francisco   |
| 197-84/85     | Public Health                  | Telecare Corp. adding<br>Gladman Hospital                                    |
| 198-84/85     | Public Health                  | Jackie Braisted  |
| 199-84/85     | Port                           | Creative Computer Solutions  |
| 200-84/85     | Registrar of Voters            | DFM Associates   |
| 201-84/85     | Registrar of Voters            | Diverse Integrated Systems   |
| 202-84/85     | Registrar of Voters            | Data General Service Inc.  |
| 203-84/85     | Registrar of Voters            | Ralph Jacobson, The<br>Integral Difference                                   |
| 204-84/85     | Public Works/<br>Clean Water   | Hydroconsult Engineers   |
| 205-84/85     | Public Works                   | Geomatrix Consultants  |
| 206-84/85     | Public Works                   | Marian Rabin   |
| 207-84/85     | Public Works                   | Analysts, Inc.   |
| 208-84/85     | Public Utilities<br>Commission | Woodward-Clyde Consultants   |
| 209-84/85     | Public Works                   | Signet Testing<br>Laboratories, Inc.   |
| 210-84/85     | Public Utilities<br>Commission | S.F. State University  |
| 211-84/85     | Retirement System              | Bankers Trust Company  |
| 212-84/85     | Parking Authority              | Pflueger Architects  |
| 213-84/85     | Controller                     | Berkeley Software  |
| 214-84/85     | Civil Service<br>Commission    | Milliman and Robertson, Inc.   |
| 215-84-85     | Retirement<br>System           | Great American Core<br>Investors   |
| 216-84/85     | Public Health                  | Gerald G. Bosworth   |
| 217-84/85     | Civil Service<br>Commission    | Management and Personnel<br>Systems, Inc.                                    |
| Action:       | 1.                             | Contract Number 208-84/85 off calendar until the City Attorney is consulted. |
|               | 2.                             | Adopt staff report; notify the offices of the Controller and the Purchaser.  |



CLASSIFICATION MATTERS (cont.)

1210-84 Classification survey of positions in various City departments.  
(Calendar Item No. 7)

| <u>Department</u>      | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>  | <u>Recommended<br/>Class</u> |
|------------------------|---------------------|---|------------------------------|
| Airports<br>Commission | 1                   | 7249 Automotive Mechanic<br>Supervisor I<br>(\$161881618)                       | Same                         |
|                        | 1                   | 5216 Chief Surveyor<br>(Sch. 56.0 140781706)                                    | Same                         |
| Asian Art<br>Museum    | 1                   | 3546 Curator IV<br>(Sch. 53.4 124381506)  | Same                         |
| City Attorney          | 1                   | 8183 Assistant Chief<br>Attorney II (Civil & Criminal)<br>(Sch. 66.0 228782779) | Same                         |
|                        | 4                   | 8182 Head Attorney<br>(Civil & Criminal)<br>(Sch. 65.0 217882647)               | Same                         |
|                        | 1                   | 8184 Chief Attorney II<br>(Sch. 68.2 254583093)                                 | Same                         |
| Port<br>Commission     | 1                   | 1872 Programmer Analyst<br>(Sch. 49.4 102781243)                                | Same                         |
| Social<br>Services     | 1                   | 1272 Senior Departmental<br>Personnel Officer<br>(Sch. 59.2 164281994)          | Same                         |
| District<br>Attorney   | 2                   | 8180 Principal Attorney<br>(Sch. 63.5 202382459)                                | Same                         |
|                        | 1                   | 8178 Senior Attorney<br>(Sch. 59.5 166682023)                                   | Same                         |

Action: Adopt staff report.

1211-84 Establishment of a new classification of Assistant Airport Noise  
Abatement Officer for the San Francisco International Airport.  
(Calendar Item No. 8)

Action: Adopt staff report.

1. Establish Class 5267 Assistant Airport Noise  
Abatement Officer (Sch. 55.9 \$140181698).
2. Allocate one position included in the Airport's  
1984-85 Budget in Class A609 Assistant Airport  
Noise Abatement Officer (\$150681506) to Class 5276  
Assistant Airport Noise Abatement Officer (J, Z  
Sch. 55.9 \$140181698).
3. Amend the Annual Salary Ordinance to reflect this  
action.
4. Advise the Airport to submit a Supplemental  
Appropriation Request





COMPENSATION MATTERS

2304-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

| <u>NAME AND CLASS</u>   | <u>DEPARTMENT</u>                 | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-----------------------------------|-----------------------|-------------------------|
| John Majka<br>8148 Chief<br>District Attorney<br>Investigator | District<br>Attorney              | 5                     | 5                       |
| Jan Lecklikner<br>8174 Attorney                               | Public<br>Defender                | 5                     | 5                       |
| Arlene Stewart<br>2574 Clinical<br>Psychologist               | Public<br>Health                  | 3                     | 3                       |
| John Paez<br>1233 Affirmative<br>Action Specialist            | Public<br>Utilities<br>Commission | 5                     | 5                       |
| Tim Molinare<br>5206 Associate<br>Civil Engineer              | Public Works                      | 4                     | 4                       |
| Harry Quinn<br>4140 Right of<br>Way Agent                     | Real Estate                       | 5                     | 5                       |
| Yick Wong<br>1404 Clerk                                       | Registrar of<br>Voters            | 5                     | 5                       |
| Alyce Wong<br>1814 Assistant<br>Actuary                       | Retirement<br>System              | 5                     | 5                       |

Action: Adopt staff report.

EXAMINATION MATTERS

3222-84 Reconsideration of Civil Service Commission action of August 27, 1984 (Commissioners Gloyd, Lee, Munson and Powell): Request for review of background review procedure for Class Q2 Police Officer (Commissioner Gloyd). (Calendar Item No. 20)

August 13, 1984: Over to the meeting of August 27, 1984 at request of San Francisco Police Department.

August 27, 1984: Overrule decision of the Chief of Police to require a polygraph examination of Anne M. Razon.

Action: 1. Rescind action of August 27, 1984.  
2. Sustain decision of the Chief of Police to require a polygraph examination of Anne M. Razon.

3257-84 Request for reconsideration of staff denial of the protest of the minimum qualifications for Class 2895 Program Chief, Community Mental Health Services. (Calendar Item No. 16)

October 1, 1984: Over to the meeting of October 22, 1984.

Action: Deny staff report; grant request of Robert W. Surber.



EXAMINATION MATTERS (cont.)

- 3296-84 Appeal of staff's denial of request that examinations for 8442 Senior Probation Officer and 8414 Supervising Probation Officer be issued on a promotional basis only. (Calendar Item No. 11)
- September 17, 1984: Over to the meeting of October 1, 1984 at request of Local 21.
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Probation Officers' Association.
- Action: 1. Appeal on Class 8442, off calendar. Appeal withdrawn.
2. Approve administration of Class 8414 on a closed promotive basis in accordance with Civil Service Commission policy adopted May 4, 1984.
- 3310-84 Appeal of staff's denial of protest regarding Qualifications Appraisal examination for Class 6318 Construction Inspector. (Calendar Item No. 17)
- Action: Over to the meeting of November 13, 1984 at the request of appellant.
- 3322-84 Special Report - Class Q2 Police officer - (Roberta N. Wright).
- October 1, 1984: Over to the meeting of November 13, 1984 at the request of Ms. Wright's attorney. (Subsequent to this action Ms. Wright's attorney, Suzanne W. Abbott, notified the Assistant Secretary that Ms. Wright was prepared to proceed on October 22, 1984.)
- Action: Over to the meeting of November 13, 1984 at 1 P.M.
- 3323-84 Special Report - Class Q2 Police Officer - (Manuel C. Solano). (Calendar Item No. 21)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Solano's attorney.
- Action: Over to the meeting of November 26, 1984.
- 3325-84 Special Report - Class Q2 Police Officer - (James J. Reidy). (Calendar Item No. 24)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Reidy's attorney.
- Action: Over to the meeting of November 13, 1984 at 1 P.M.
- 3331-84 Special Report - Class Q2 Police Officer - (Scott A. Ellis). (Calendar Item No. 22)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Ellis' attorney.
- Action: Over to the meeting of November 13, 1984 at 1 P.M.



EXAMINATION MATTERS (cont.)

3332-84 Special Report - Class Q2 Police Officer - (Frank A. Duke).  
(Calendar Item No. 23)

October 1, 1984: Over to the meeting of October 22, 1984 at  
Mr. Duke's request.

Action: Grant appeal of Frank A. Duke; find qualified as to  
background in this examination for Class Q2 Police  
Officer.

3334-84 Special Report - Class Q2 Police Officer - (Deborah A. Childs).  
(Calendar Item No. 25)

October 1, 1984: Over to the meeting of October 22, 1984 at  
request of Ms. Childs' attorney.

Action: Over to the meeting of November 13, 1984 at 1 P.M.

3349-84 Appeal of rejection for Class 8304 Deputy Sheriff.  
(Calendar Item No. 18)

Action: Over to the meeting of November 13, 1984 to verify  
status of Mr. Blanson's driver license with the State of  
California Department of Motor Vehicles.

3350-84 Appeal of rejection for Class 8304 Deputy Sheriff.  
(Calendar Item No. 19)

Action: Sustain the decision of the Sheriff; deny appeal of  
Myron B. Gaffney.

IN-SERVICE MATTERS

4709-84 Proposed amendment to Civil Service Commission Rule 22 - Leaves of  
Absence, Section 22.02-A-2a, amending the Sick Leave Rule of the San  
Francisco Fire Department. (Calendar Item No. 10)

Action: Post for adoption at the meeting of November 13, 1984.

4836-84 Pursuant to its authority under Charter Section 3.661 and 8.341, the  
Commission directed the General Manager, Personnel to appoint an  
investigator to inquire into the personnel practices related to the  
recent report of the San Francisco General Hospital by the State of  
California and to report back to the Commission the findings of that  
inquiry. (Calendar Item No. 15)

September 17, 1984: Over to the meeting of October 1, 1984 at  
request of staff.

October 1, 1984: Over to the meeting of October 22, 1984 at  
request of staff.

Action: Over to the meeting of November 13, 1984 at request of  
staff.

4934-84 From the heads of various departments requesting authorization to  
make limited tenure appointments. (Calendar Item No. 9)

Action: Adopt staff report; approve requests for the duration  
indicated in the staff report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 22, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vincent Anderson, 9163 Transit Operator, 731/E-112, Public Utilities Commission, Municipal Railway, 4/21/84. (Calendar Item No. 50) (7)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Anderson's attorney.

Action: Over to the meeting of November 13, 1984 at 1 P.M.

Reconsideration of Civil Service Commission action of July 23, 1984 (Commissioners Gloyd, Powell and Texidor del Portillo):  
(Calendar Item No. 49) (7)  
Thomas Barnes, 2708 Custodian, 23/E-52, San Francisco Community College District, City College, 6/26/84.

July 23, 1984: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

September 17, 1984: Over to the meeting of October 22, 1984 at request of Mr. Barnes' attorney.

Action: 1. Rescind action of July 23, 1984.  
2. No restriction on future employment.

Darlene Briggs, 1428 Ward Clerk, 36/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 8/31/84. (Calendar Item No. 36) (4)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Department of Public Health.

Action: Future employment in Class 1428 Ward Clerk subject to one (1) year work experience in or out of the City and County Service.





Darryl B. Carter, 7335 Senior Station Engineer, 7/CPE-1, Public Utilities Commission, Water Quality Division, 9/29/84. (Calendar Item No. 42) (6)

Action: Over to the meeting of November 26, 1984 at the request of the Public Utilities Commission.

Leslie L. Chong, Q2 Police Officer, 147/E-92, San Francisco Police Department, Ingleside Station, 9/29/84. (Calendar Item No. 47) (7)

Action: No future employment with the City and County of San Francisco.

Richard J. Cole, 1426 Senior Clerk Typist, 5/CPE-22, Office of the Controller, ISD Division, 10/1/84. (Calendar Item No. 37) (4)

Action: Over to the meeting of November 13, 1984 at 1 P.M.

Lee Cousins, 3320 Animal Keeper, 42/E-9, Recreation and Park Department, Zoo Division, 9/28/84. (Calendar Item No. 35) (3)

Action: Over to the meeting of November 26, 1984 at request of the Department.

Michael Davis, 9163 Transit Operator, 31/E-108, Public Utilities Commission, Municipal Railway, 8/24/84. (Calendar Item No. 41) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Melinda Gadley, 2320 Registered Nurse, 1/E-597, Department of Public Health, San Francisco General Hospital Medical Center, 8/31/84. (Calendar Item No. 45) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Carmela Gonzales, 2320 Registered Nurse, 30/E-643, Department of Public Health, San Francisco General Hospital Medical Center, 7/28/84. (Calendar Item No. 44) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



Harry Gulbengay, 6231 Senior Street Inspector, 4/CPE-2, Department of Public Works, Engineering Division, 9/24/84. (Calendar Item No. 30) (5)

Action: Over to the meeting of November 26, 1984 at Mr. Gulbengay's request.

Richard Hall, 3434 Tree Topper, 15/E-4, Department of Public Works, Street Cleaning Division, 9/11/84. (Calendar Item No. 39) (4)

Action: Over to the meeting of November 13, 1984 at 1 P.M.

Jeanette Jordan, 1708 Senior Telephone Operator, 3/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 9/19/84. (Calendar Item No. 43) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Raymond Mattias, 6231 Senior Street Inspector, 2/CPE-2, Department of Public Works, Engineering Division, 9/24/84. (Calendar Item No. 28) (5)

Action: Approve. Dismiss from the Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service.

Regina Ponds, 1446 Senior Clerk Stenographer, LT, Department of Public Health, Community Mental Health Services, 10/1/84. (Calendar Item No. 34) (1)

Action: Over to the meeting of November 13, 1984 at 1 P.M.

Nickolas M. Repovich, Q2 Police Officer, 64/E-90M, San Francisco Police Department, Personnel and Training Division, 9/13/84. (Calendar Item No. 48) (7)

Action: No future employment with the City and County of San Francisco.

Todd L. Roust, 9163 Transit Operator, 188/E-111, Public Utilities Commission, Municipal Railway, 9/25/84. (Calendar Item No. 51) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Edward H. Ruppenstein, Q2 Police Officer, 139/E-97, San Francisco Police Department, Southern Station, 9/6/84. (Calendar Item No. 38) (4)

Action: Over to the meeting of November 13, 1984 at Mr. Ruppenstein's request.



Scott Schuck, 7345 Electrician, 19/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 9/21/84. (Calendar Item No. 46) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 31) (5)

August 27, 1984: Over to the meeting of September 17, 1984 at Mr. Straight's request.

September 17, 1984: Over to the meeting of October 1, 1984 at request of San Francisco Public Library.

October 1, 1984: Over to the meeting of October 22, 1984 at request of San Francisco Public Library.

Action: Over to the meeting of November 13, 1984 at 1 P.M.

Gualofa Vaita, 6231 Senior Street Inspector, 3/CPE-2, Department of Public Works, Engineering Division, 9/24/84. (Calendar Item No. 29) (5)

Action: Approve. Reinstate to a position in the class from which promoted.

Gualofa Vaita, 5303 Supervisor, Traffic and Street Signs, LT, Department of Public Works, Engineering Division, 9/24/84. (1)

Action: Approve.

Vincent J. Vasquez, 7309 Car and Auto Painter, Public Utilities Commission, Equipment Maintenance Division, 9/17/84. (Calendar Item No. 40) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Remedios Viernes, 1426 Senior Clerk Typist, 10/CPE-5, Department of Social Services, 9/7/84. (Calendar Item No. 32) (5)

Action: Over to the meeting of November 13, 1984 at the request of the Department of Social Services.





Howard S. Gloyd  
Carlota Texidor del Portillo  
Louis Hop Lee  
A. Lee Munson  
Genevieve Powell

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

# SPECIAL MEETING

NOVEMBER 8, 1984 - 11 A.M.

FIRE COMMISSION MEETING ROOM, ROOM 201, SECOND FLOOR

FIRE DEPARTMENT HEADQUARTERS

260 GOLDEN GATE AVENUE

Present: Commissioner Gloyd  
Commissioner Texidor del Portillo (Item Missed: 1)  
Commissioner Lee  
Commissioner Powell  
Excused: Commissioner Munson

Commissioner Gloyd presided.

## EXAMINATION MATTERS

3161-84 Examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department; scoring examinations and preparing models related to probable outcomes. (Calendar Item No. 3)

June 11, 1984: Over to the meeting of June 25, 1984 at request of staff.

June 25, 1984: Staff authorized to proceed with the scoring of the unscored test components for the purpose of determining reliability and validity.

July 23, 1984: Over to the meeting of August 13, 1984.

August 13, 1984: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.

August 27, 1984: Over to the meeting of September 17, 1984 due to continuance of File 3697-83.

September 17, 1984: Over to the meeting of October 1, 1984 or to a Special Meeting to be announced due to continuance of File 3697-83.

Action: Adopt staff report, direct the test consultant to proceed with the scoring of the unscored test components and to prepare models related to probable outcomes with respect to EEO considerations.





EXAMINATION MATTERS (cont.)

- 3271-84 Reconsideration of action by the General Manager, Personnel on protests concerning the structured oral and leaderless group discussion components of the examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 1)
- September 17, 1984:
1. Deny appeals of William Connolly, Robert Fennel, John J. Lee, Louis Mambretti and James C. Novello.
  2. Appeals of Robert Demmons, John O'Shea, Patrick Ryan and James Sullivan over to a Special Meeting to be announced.
- Action: Adopt staff report; deny appeals of Robert Demmons, John O'Shea, Patrick Ryan and James Sullivan.
- 3697-83 Appeal of action of General Manager, Personnel on protests of the examination announcement for Class H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 2)
- January 9, 1984:
1. Schedule of administration to be maintained.
  2. Other issues, i.e., test security, award of contract, adverse impact, etc. to be considered at a subsequent meeting.
  3. The Commission will not consider any written material distributed at meetings.
- June 25, 1984: Over to the meeting of July 23, 1984.
- July 23, 1984: Adopt staff report; deny appeals.
1. Consultant is directed to evaluate suitable alternative methods of using the selection procedures for Class H-4 Inspector, Class H-6 Investigator, Class H-20 Lieutenant and H-30 Captain which will have as little adverse impact as possible; each alternate method of use investigated by the consultant should serve the San Francisco Fire Department's legitimate interest in efficient and trustworthy workmanship; the consultant should set competency levels on each test and evaluate various weight options during this alternate use evaluation.
  2. All other matters related to these examinations over to the meeting of August 13, 1984.
- August 13, 1984: Over to the meeting of August 27, 1984 at the request of San Francisco Fire Fighters Local 798.
- August 27, 1984: Over to the meeting of September 17, 1984 at request of William C. McNeill III, Counsel for San Francisco Black Firefighters.



EXAMINATION MATTERS (cont.)

3697-83  
(cont.)

September 17, 1984: Civil Service Commission directs Civil Service Commission staff, Mr. Richard Biddle, Mr. William C. McNeill III, Counsel for San Francisco Black Firefighters and Mr. James Ferguson, Union Representative, and Counsel for San Francisco Firefighters Local 798 to meet and discuss issues. The Civil Service Commission further stipulates a summary of this meeting to be presented at the meeting of October 1, 1984 or at a Special Meeting to be announced.

Action: Adopt staff report.

1. Find the recent examinations for Classes H-4 Inspector, H-6 Investigator, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department to be job-related and developed consistent with the Employee Selection Guidelines of the U.S. Equal Employment Opportunity Commission and the validity requirements of the American Psychological Association.
2. Pending an opinion from the City Attorney, analyze the examination results for adverse impact, and prepare an analysis of those results with the objective of recommending a use of these examination results that continues to satisfy government regulations and professional standards.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 13, 1984

PART I - 1 & 2 P.M.

Present: Commissioner Gloyd  
Present: Commissioner Lee  
Present: Commissioner Munson

(Items Missed: 3, 5, 25,  
26, 28, 33, 35, 38, 42, 48)

Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo  
Commissioner Gloyd presided

(Item Missed: 3)

MINUTES: Regular Meeting of October 22, 1984

Action: Approve

CLASSIFICATION MATTERS

1166-84 Reconsideration of Civil Service Commission action of September 17, 1984 (Commissioners Lee, Powell and Texidor del Portillo):  
Request from the Municipal Railway to utilize three positions in Class 9746 Staff Assistant VII and one position in Class 9752 Staff Assistant X. (Calendar Item No. 23)

September 17, 1984: Deny staff report.

October 22, 1984: Over to the meeting of November 13, 1984 at request of staff.

- Action:
1. Rescind action of September 17, 1984.
  2. Adopt staff report.
  - A. Approve the use of 9746 Staff Assistant VII (\$1812 B/W flat rate) for three positions in the Municipal Railway subject to compliance with requirements specified in the staff report.
  - B. Approve the use of 9752 Staff Assistant X (\$2410 B/W flat rate) for one position in the Municipal Railway subject to compliance with requirements specified in the staff report.

1209-84 Review of request for approval of proposed personal services contract. (Calendar Item No. 15)

October 22, 1984: Contract Number 208-84/85 off calendar until the City Attorney is consulted.

NUMBER

DEPARTMENT

CONTRACTOR

208-84/85

Public Utilities  
Commission

Woodward-Clyde Consultants

Action: Off calendar.



CLASSIFICATION MATTERS (cont.)

1222-84    Establishment of a new class for the Office of the Recorder.  
(Calendar Item No. 16)

Action:        Adopt staff report.

1.        Establish the new classification of 1132 Recorder (J, Z Sch. 59.7 168282043) and allocate one position in the Recorder's Office accordingly.
2.        Amend Annual Salary Ordinance Section 78/00/00/01001/001 to reflect this action.
3.        Advise the Department to submit a Supplemental Appropriation Request.

1223-84    Review of requests for approval of proposed personal services contracts. (Calendar Item No. 14)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                   | <u>CONTRACTOR</u>   |
|---------------|-------------------------------------|---|
| 218-84/85     | Art Commission                      | Frank Pietronigro   |
| 219-84/85     | Airport                             | Edward Plant Company, Inc.                                |
| 220-84/85     | Public Works/<br>Clean Water        | Engineering Management<br>Consultant                      |
| 221-84/85     | Public Health                       | Barbara Mintz   |
| 222-84/85     | Social Services                     | Regents of the University<br>of California, San Francisco |
| 223-84/85     | Social Services                     | S.F. Child Abuse Council                                  |
| 224-84/85     | Social Services                     | Coleman Children and Youth<br>Services                    |
| 225-84/85     | Social Services                     | Traveler's Aid Society                                    |
| 226-84/85     | Social Services                     | Charila Foundation  |
| 227-84/85     | Civil Service<br>Commission         | McBer and Company   |
| 228-84/85     | Mayor's Criminal<br>Justice Council | St. Vincent De Paul Society<br>of San Francisco           |
| 229-84/85     | Mayor's Criminal<br>Justice Council | St. Vincent De Paul Society<br>of San Francisco           |
| 230-84/85     | Public Works                        | ANLAB   |
| 231-84/85     | Public Works                        | Testing Engineers, Inc.                                   |
| 232-84/85     | Public Works                        | TEI Consulting Engineers                                  |
| 233-84/85     | Chief Administrative<br>Office      | Price Waterhouse  |
| 234-84/85     | Public Works                        | O'Brien Kreitzberg &<br>Assoc., Inc.                      |
| 235-84/85     | Controller                          | Evaluation and Planning<br>Systems, Inc.                  |
| 236-84/85     | Controller                          | PSW3, Inc.  |





CLASSIFICATION MATTERS (cont.)

1223-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>               | <u>CONTRACTOR</u>   |
|---------------|---------------------------------|---|
| 237-84/85     | S.F. Community College District | Dems Data Entry Service   |
| 238-84/85     | Public Utilities Commission     | S.F. Community College  |
| 239-84/85     | Public Health                   | Edgar, Dunn & Company Inc.  |
| 240-84/85     | Public Utilities Commission     | Mason Tillman   |
| 241-84/85     | Public Health                   | Francis Collins   |
| 242-84/85     | Controller                      | Gentry, Inc.  |
| 243-84/85     | Public Utilities Commission     | Gannett Fleming Transportation Engineers, Inc. in Association with Jordan Associates, Inc. and The Workshop |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1225-84 Establishment of two new classes and reclassification of five positions in the Department of Public Works. (Calendar Item No. 17)

Action: Adopt staff report.

1. Establish Class 7210 Mobile Equipment Supervisor (J, Z Sch. 54.2 \$1291B1565).
2. Establish Class 7110 Mobile Equipment Assistant Supervisor (J, Z Sch. 52.2 \$1174B1421)
3. Reclassify one position included in the Department of Public Works 1984-85 Budget in Class 7208 Heavy Equipment Operations Supervisor (Sch. 51.4 \$1131B1368) to Class 7210 Mobile Equipment Supervisor (J, Z Sch. 54.2 \$1291B1565)
4. Reclassify four positions included in the Department of Public Works 1984-85 Budget in Class 7108 Heavy Equipment Operations Assistant Supervisor (Z Sch. 50.4 \$1078B1304) to Class 7110 Mobile Equipment Assistant Supervisor (J, Z Sch. 52.2 \$1174B1421)
5. Amend the Annual Salary Ordinance to reflect this action.
6. Advise the Department to submit a Supplemental Appropriation Request.

1227-84 Classification survey of positions in various City departments. (Calendar Item No. 18)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u>      | <u>Recommended Class</u> |
|-------------------|-----------------|-------------------------------------|--------------------------|
| Public Health     | 1               | 1446 Senior Clerk                   | Same                     |
| Central Office    |                 | Stenographer<br>(Sch. 40.8 6848826) |                          |



CLASSIFICATION MATTERS (cont.)

1227-84  
(cont.)

| <u>Department</u>                         | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                                     | <u>Recommended<br/>Class</u>                                       |
|---|---------------------|--|--|
|   | 1                   | 2416 Bacteriological<br>Laboratory Assistant<br>(Sch. 37.8 5948717)    | Same   |
|   | 1                   | 2462 Microbiologist<br>(Sch. 49.1 101381226)                           | Same   |
|   | 1                   | 2808 Senior Disease<br>Control Investigator<br>(Sch. 44.0 7968961)     | Same   |
|   | 1                   | 2822 Health Educator<br>(Sch. 48.5 98481191)                           | Same   |
| Public Health<br>S.F. General<br>Hospital | 1                   | 2202 Dental Aide<br>(Sch. 41.8 7178866)                                | Same   |
|   | 4                   | 2320 Registered Nurse<br>(114381297)                                   | Same   |
|   | 1                   | 2323 Clinical Nurse<br>Specialist<br>(Sch. 54.3 129881573)             | Same   |
|   | 1                   | 1428 Ward Clerk<br>(Sch. 39.2 6348766)                                 | Same   |
|   | 3                   | 2736 Porter<br>(Sch. 37.7 5918714)                                     | Same   |
| Public Health<br>Central Office           | 1                   | 1410 Chief Clerk<br>(Sch. 46.2 88281067)                               | Same   |
| Public Library                            | 1                   | 1823 Senior Administrative<br>Analyst<br>(Sch. 53.0 122081477)         | 1844 Senior<br>Management<br>Assistant<br>(Sch. 50.5<br>108381310) |
|   | 1                   | 3632 Librarian II<br>(Sch. 48.7 99481203)                              | Same   |
|   | 1                   | 3632 Librarian II<br>(Sch. 48.7 99481203)                              | Same   |
| Art Commission                            | 2                   | 3541 Curator I<br>(Sch. 42.2 7318882)                                  | Same   |
| Public<br>Administrator                   | 1                   | 8173 Legal Assistant<br>(Sch. 47.8 95281152)                           | Same   |
| District<br>Attorney                      | 12                  | 1426 Senior Clerk Typist<br>(Sch. 38.8 6228752)                        | Same   |
| Public<br>Utilities<br>Commission         | 2                   | 7382 Automotive Mechanic<br>Assistant Supervisor<br>(147081470)        | 7340<br>Maintenance<br>Controller<br>(147081470)                   |
| Controller                                | 4                   | 1864 Senior Systems and<br>Procedures Analyst<br>(Sch. 54.4 130481580) | Same   |
|   | 1                   | 1866 Systems and<br>Procedures Supervisor<br>(Sch. 57.4 150681827)     | Same   |



1227-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

| <u>Department</u> | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>   | <u>Recommended<br/>Class</u> |
|-------------------|---------------------|--|------------------------------|
|                   | 3                   | 1866 Systems & Procedures<br>Supervisor<br>(Sch. 57.4 1506B1827)                     | Same                         |
|                   | 7                   | 1874 Senior Programmer<br>Analyst<br>(Sch. 52.4 1185B1436)                           | Same                         |
|                   | 4                   | 1876 Data Processing<br>Programming & Systems<br>Supervisor<br>(Sch. 55.4 1368B1658) | Same                         |
| City Planning     | 5                   | 5280 Planner III<br>(Sch. 51.8 1152B1394)  | Same                         |
| Port Commission   | 1                   | 1934 Storekeeper<br>(Sch. 40.7 681B822)  | Same                         |
|                   | 1                   | 1242 Personnel Analyst<br>(Sch. 48.5 984B1191)                                       | Same                         |

Action: Adopt staff report.

EXAMINATION MATTERS

3310-84 Appeal of staff's denial of protest regarding qualifications appraisal examination for Class 6318 Construction Inspector. (Calendar Item No. 27)

October 22, 1984: Over to the meeting of November 13, 1984 at the request of appellant.

Action: Over to the meeting of November 26, 1984.

3322-84 Appeal of rejection for Class Q2 Police Officer by Roberta N. Wright. (Calendar Item No. 2)

October 1, 1984: Over to the meeting of November 13, 1984 at request of Ms. Wright's attorney. (Subsequent to this action Ms. Wright's attorney, Suzanne W. Abbott, notified the Assistant Secretary that Ms. Wright was prepared to proceed on October 22, 1984.)

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

Action: Deny appeal; sustain the disqualification of Roberta N. Wright by the Chief of Police in this examination for Class Q2 Police Officer.



EXAMINATION MATTERS (cont.)

- 3325-84 Appeal of rejection for Class Q2 Police Officer by James J. Reidy.  
(Calendar Item No. 3)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Reidy's attorney.
- October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.
- Action: Grant appeal of James J. Reidy; the San Francisco Police Department to proceed with background review procedure.
- 3329-84 Appeal of rejection for Class Q2 Police Officer by Janet McKenna.  
(Calendar Item No. 28)
- October 1, 1984: Off calendar. The San Francisco Police Department to notify the Assistant Secretary when prepared to proceed.
- Action: Deny appeal; sustain the disqualification of Janet McKenna by the Chief of Police.
- 3330-84 Appeal of rejection for Class Q2 Police Officer by Ron Knittel.  
(Calendar Item No. 35)
- October 1, 1984: 1. Find qualified as to residency.  
2. Balance of background review over to the meeting of November 13, 1984.
- Action: Deny appeal; sustain the disqualification of Ron Knittel by the Chief of Police.
- 3331-84 Appeal of rejection for Class Q2 Police Officer by Scott A. Ellis.  
(Calendar Item No. 4)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Ellis' attorney.
- October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.
- Action: Over to the meeting of November 26, 1984 at the request of Mr. Ellis' attorney.
- 3334-84 Appeal of rejection for Class Q2 Police Officer by Deborah A. Childs.  
(Calendar Item No. 5)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Ms. Childs' attorney.
- October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.
- Action: Deny appeal; sustain the disqualification of Deborah A. Childs by the Chief of Police.





EXAMINATION MATTERS (cont.)

3349-84 Appeal of rejection for Class 8304 Deputy Sheriff by Chester L. Blanson. (Calendar Item No. 29)

October 22, 1984: Over to the meeting of November 13, 1984 to verify status of Mr. Blanson's driver license with the State of California Department of Motor Vehicles.

Action: Over to the meeting of November 26, 1984 at the request of the Sheriff.

3354-84 Appeal of rejection for Class Q2 Police Officer by Belinda D. Kerr. (Calendar Item No. 30)

Action: Over to the meeting of December 10, 1984 at the request of Ms. Kerr's attorney.

3355-84 Appeal of rejection for Class Q2 Police Officer by Janet M. DiDomenico. (Calendar Item No. 31)

Action: Over to the meeting of January 28, 1985 at the request of Ms. DiDomenico's attorney.

3356-84 Appeal of rejection for Class Q2 Police Officer by John M. O'Neal. (Calendar Item No. 32)

Action: Over to the meeting of December 10, 1984 at the request of Mr. O'Neal's attorney.

3363-84 Request for reconsideration of staff's denial of the protest filed on the minimum qualifications for Class 3422 Park Section Supervisor. (Calendar Item No. 36)

Action: Over to the meeting of November 26, 1984.

3367-84 Appeal of rejection for Class Q2 Police Officer by Michael D. Carignani. (Calendar Item No. 33)

Action: Deny appeal; sustain the disqualification of Michael D. Carignani by the Chief of Police.

3368-84 Appeal of rejection for Class Q2 Police Officer by William R. Silas. (Calendar Item No. 34)

Action: Over to the meeting of November 26, 1984 at the request of Mr. Silas.



IN-SERVICE MATTERS

4709-84 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02-A-2a, amending the Sick Leave Rule of the San Francisco Fire Department. (Calendar Item No. 21)

October 22, 1984: Post for adoption at the meeting of November 13, 1984.

Action: Adopt with the stipulation made by the Commission.

4836-84 Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry. (Calendar Item No. 24)

September 17, 1984: Over to the meeting of October 1, 1984 at request of staff.

October 1, 1984: Over to the meeting of October 22, 1984 at request of staff.

October 22, 1984: Over to the meeting of November 13, 1984 at request of staff.

Action: Over to the meeting of November 26, 1984. Copy of report to be provided to the Chief Administrative Officer for his input.

4980-84 Proposed amendment to Civil Service Commission Rule 18 - Status Rights, adding Section 18.14 - Salary Step Placement Resulting From Status Grant. (Calendar Item No. 20)

June 25, 1984: Post.

Action: Adopt.

4985-84 Determination of the future employability of Earnestine Allen, Class 1428 Ward Clerk, Department of Public Health. (Calendar Item No. 25)

Action: Future employment subject to review and approval of the General Manager, Personnel.

4986-84 Determination of the future employability of Donna Petrucci, Class 2320 Registered Nurse, Department of Public Health. (Calendar Item No. 26)

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two year's work experience outside the City and County service in a critical care setting.

4990-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 19)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 13, 1984

PART II - 1 & 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Tanya Alexander, 330 Deputy Clerk, 23/E-19, Municipal Court, Criminal Division, 11/12/84. (Calendar Item No. 44) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Municipal Court.

Vincent Anderson, 9163 Transit Operator, 731/E-112, Public Utilities Commission, Municipal Railway, 4/21/84. (Calendar Item No. 10) (7)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Anderson's attorney.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

Action: Over to the meeting of November 26, 1984.

Herschell Briscoe, Q2 Police Officer, V10/E-49, San Francisco Police Department, Richmond Station, 10/11/84. (Calendar Item No. 45) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Murray Thomas Callier, 9163 Transit Operator, 236/E-115, Public Utilities Commission, Municipal Railway, 4/26/84. (Calendar Item No. 39) (2)

Action: Over to the meeting of November 26, 1984.



Richard Cole, 1426 Senior Clerk Typist, 5/CPE-22, Office of the Controller, ISD Division, 10/1/84. (Calendar Item No. 8) (4)

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

Kathryn Eremia, 2624 Dietitian, 1/E-5, Department of Public Health, San Francisco General Hospital Medical Center, 7/20/84. (Calendar Item No. 46) (6)

October 1, 1984: Off calendar to complete Rule 33 procedure for certification of resignation with services unsatisfactory.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Richard Hall, 3434 Tree Topper, 15/E-4, Department of Public Works, Street Cleaning Division, 9/11/84. (Calendar Item No. 9) (4)

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

Action: Dismiss from the Service. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Public Works. Future employment subject to medical clearance by a physician designated by the Commission.

Roxandra Isear, 2320 Registered Nurse, 7/E-646, Department of Public Health, Laguna Honda Hospital, 10/18/84. (Calendar Item No. 41) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Lloyd C. Jackson, 2110 Medical Records Clerk, 3/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/16/84. (Calendar Item No. 53) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.







Delora King, 2320 Registered Nurse, 1/E-656, Department of Public Health, San Francisco General Hospital Medical Center, 8/28/84. (Calendar Item No. 50) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Kenneth E. Kirkpatrick, 2708 Custodian, 153/E-2, Airports Commission, Custodial Division, 10/5/84. (Calendar Item No. 42) (4)

Action: Return name to list. Not to be employed again by the Airports Commission.

Karena Lee, 2450 Pharmacist, 7/E-11, Department of Public Health, San Francisco General Hospital Medical Center, 10/2/84. (Calendar Item No. 48) (6)

Action: Remand to the department for completion of the review procedure required by Civil Service Commission Rule 33.

Asilee Lewis, 2312 Licensed Vocational Nurse, 3/E-62, Department of Public Health, San Francisco General Hospital Medical Center, 7/30/84. (Calendar Item No. 51) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Doris Meister, 2320 Registered Nurse, 2/E-652, Department of Public Health, San Francisco General Hospital Medical Center, 7/3/84. (Calendar Item No. 47) (6)

Action: Off calendar at request of Department of Public Health.

Regina Ponds, 1446 Senior Clerk Stenographer, LT, Department of Public Health, Community Mental Health Services, 10/1/84. (Calendar Item No. 7) (1)

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

Action: Off calendar.



Edward H. Ruppenstein, Q2 Police Officer, 139/E-97, San Francisco Police Department, Southern Station, 9/6/84. (Calendar Item No. 40) (4)

October 22, 1984: Over to the meeting of November 13, 1984 at Mr. Ruppenstein's request.

Action: Over to the meeting of December 10, 1984 at the request of Mr. Ruppenstein's attorney.

Tony Sagon, 9163 Transit Operator, 219/E-116, Public Utilities Commission, Municipal Railway, 9/5/84. (Calendar Item No. 43) (4)

Action: Return name to list.

Lawrence Smith, 9163 Transit Operator, 410/E-113, Public Utilities Commission, Municipal Railway, 8/11/84. (Calendar Item No. 54) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 6) (5)

August 27, 1984: Over to the meeting of September 17, 1984 at Mr. Straight's request.

September 17, 1984: Over to the meeting of October 1, 1984 at request of San Francisco Public Library.

October 1, 1984: Over to the meeting of October 22, 1984 at request of San Francisco Public Library.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

Action: Over to the meeting of November 26, 1984 due to split vote.

Richard Usem, 1428 Ward Clerk, 13/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 6/26/84. (Calendar Item No. 49) (6)

Action: Over to the meeting of December 10, 1984 at request of Mr. Usem's attorney.



Remedios Viernes, 1426 Senior Clerk Typist, 10/CPE-5, Department of Social Services, 9/7/84. (Calendar Item No. 38) (5)

October 22, 1984: Over to the meeting of November 13, 1984 at the request of the Department of Social Services.

Action: Reinstate to a position in Class 1424 Clerk Typist.  
Return name to the Class 1426 Senior Clerk Typist list.

Perry Wilson, 2402 Laboratory Helper, 4/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 8/22/84. (Calendar Item No. 52) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 26, 1984

RECESSED TO NOVEMBER 29, 1984

PART I - 2:00 P.M.

Present: Commissioner Gloyd  
Present: Commissioner Lee  
Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo

Excused: Commissioner Munson

Commissioner Gloyd presided

DOCUMENTS DEPT.

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MINUTES: Special Meeting of November 8, 1984  
Regular Meeting of November 13, 1984 as amended to  
correct action on Asilee Lewis.

Action: Approve

ANNOUNCEMENTS:

The Civil Service Commission announced that it has cancelled its meeting of December 24, 1984.

CLASSIFICATION MATTERS

1196-84 Reconsideration of Civil Service Commission action of October 1, 1984 (Commissioners Lee, Powell and Texidor del Portillo):  
Review for request for approval of proposed personal services contract. (Calendar Item No. 13)

- October 1, 1984:
1. Contract Number 172-84/85 over to the meeting of October 22, 1984.
  2. Adopt staff report on all other contracts; notify the offices of the Controller and the Purchaser.

157-84/85                      Juvenile Court                      Vision Quest

Action:           Off calendar at the request of Juvenile Court.

1233-84 Classification survey of positions in various City departments.  
(Calendar Item No. 5)

| <u>Department</u> | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                       | <u>Recommended<br/>Class</u> |
|-------------------|---------------------|--|------------------------------|
| Social Services   | 2                   | 1402 Junior Clerk<br>(Sch. 33.0 4758572)                 | Same                         |
|                   | 2                   | 1426 Senior Clerk Typist<br>(Sch. 38.8 6228752)          | Same                         |
|                   | 7                   | 2903 Eligibility Worker<br>(Sch. 39.4 6418773)           | Same                         |
|                   | 7                   | 2905 Senior Eligibility<br>Worker<br>(Sch. 41.4 7048850) | Same                         |





CLASSIFICATION MATTERS (cont.)

1233-84  
(cont.)

|   |    |  |  |
|---|----|--|--|
|   | 12 | 2940 Child Welfare Worker<br>(Sch. 49.5 1032B1249)         | Same   |
| Treasurer/<br>Tax Collector             | 1  | 1404 Clerk<br>(Sch. 36.0 546B658)                          | 1220 Payroll Clerk<br>(Sch. 41.2 697B842)        |
| Public Works                            | 1  | 1410 Chief Clerk<br>(Sch. 46.2 882B1067)                   | Same   |
|   | 1  | 1450 Principal Clerk Stenographer<br>(Sch. 42.7 748B903)   | Same   |
|   | 1  | 5206 Associate Civil Engineer<br>(Sch. 54.1 1285B1558)     | Same   |
| Human Rights Commission                 | 1  | 1634 Principal Account Clerk<br>(Sch. 43.2 766B925)        | 1632 Senior Account Clerk<br>(Sch. 40.5 674B814) |
| Controller                              | 6  | 1874 Senior Programmer Analyst<br>(Sch. 52.4 1185B1436)    | Same   |
| Police                                  | 1  | 5320 Illustrator and Art Designer<br>(Sch. 49.6 1037B1255) | Same   |
| Mayor's Office of Community Development | 1  | 1654 Principal Accountant<br>(Sch. 50.1 1062B1285)         | 1656 Head Accountant<br>(Sch. 54.1 1285B1558)    |

Action: Adopt staff report.

1234-84

Request to amend the specification for Class 1520 Confidential Secretary to District Attorney. (Calendar Item No. 7)

Action: Adopt staff report; amend the specification for Class 1520 Confidential Secretary to District Attorney as detailed in the staff report.

1235-84

Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>            | <u>CONTRACTOR</u>                |
|---------------|------------------------------|----------------------------------|
| 244-84/85     | Mayor's Office               | Ammann & Whitney - Danpower Inc. |
| 245-84/85     | Mayor's Office               | Crosby, Thorton & Marshall       |
| 246-84/85     | Airport                      | Donna Eller Jones                |
| 247-84/85     | Chief Administrative Officer | Arnold Luft                      |
| 248-84/85     | Police                       | Dr. Anita Gilbert                |
| 249-84/85     | Police                       | Lynetta Haynes                   |



1235-84  
(cont.)

CLASSIFICATION MATTERS (cont.)

AMENDED  
CSC Meeting of  
11/26/84

| <u>NUMBER</u> | <u>DEPARTMENT</u>  | <u>CONTRACTOR</u>                             |
|---------------|--|---|
| 250-84/85     | Police   | Larry Lawson                                  |
| 251-84/85     | Police   | ESSI Systems                                  |
| 252-84/85     | Police   | Catherine Pietruszewski                       |
| 253-84/85     | Police   | James A. Dillon                               |
| 254-84/85     | Police   | 4H Youth Program/NonProfit                    |
| 255-84/85     | Police   | Arthur Rose                                   |
| 256-84/85     | Police   | Robert Allen Skelton                          |
| 257-84/85     | Public Health  | San Francisco AIDS<br>Foundation              |
| 258-84/85     | Public Health  | Weissburg & Aronson                           |
| 259-84/85     | Public Health  | Hospice of San Francisco                      |
| 260-84/85     | Public Health  | Comprehensive Community<br>Home Health Agency |
| 261-84/85     | Public Health  | City Diagnostics of San<br>Francisco, Inc.    |
| 262-84/85     | Police   | Sam Edwards                                   |
| 263-84/85     | Controller   | Systems Management<br>Facilities              |
| 264-84/85     | Port   | Creative Computer Solutions                   |
| 265-84/85     | Port   | Creative Computer Solutions                   |
| 266-84/85     | Public Utilities<br>Commission   | Blyth/Eastman/Paine/Webber                    |
| 267-84/85     | Public Utilities<br>Commission   | Booz-Allen & Hamilton                         |
| 268-84/85     | District Attorney/<br>Family Support Bureau                                    | Compass Consulting Group                      |
| Action:       | Adopt staff report; notify the offices of the Controller<br>and the Purchaser. |   |

1236-84    Review of requests for approval of proposed personal services  
contracts.    (Calendar Item No. 8)

| <u>NUMBER</u> | <u>DEPARTMENT</u>  | <u>CONTRACTOR</u> |
|---------------|--|-------------------|
| 269-84/85     | Police   | Herb Schwartz     |
| 270-84/85     | Police   | Edward Lee        |
| 271-84/85     | Police   | George R. Coan    |
| Action:       | Adopt staff report; notify the offices of the Controller<br>and the Purchaser. |                   |



EXAMINATION MATTERS

- 3310-84 Appeal of staff's denial of protest regarding qualifications appraisal examination for Class 6318 Construction Inspector. (Calendar Item No. 11)
- October 22, 1984: Over to the meeting of November 13, 1984 at the request of appellant.
- November 13, 1984: Over to the meeting of November 26, 1984.
- Action: Over to the meeting of December 10, 1984. The Assistant Secretary directed to subpoena all persons known to have first hand knowledge of allegations of cheating.
- 
- 3323-84 Appeal of rejection for Class Q2 Police Officer by Manuel C. Solano. (Calendar Item No. 16)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Solano's attorney.
- October 22, 1984: Over to the meeting of November 26, 1984 due to lack of quorum.
- Action: Over to the meeting of December 10, 1984 at the request of Mr. Solano's attorney.
- 
- 3331-84 Appeal of rejection for Class Q2 Police Officer by Scott A. Ellis. (Calendar Item No. 17)
- October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Ellis' attorney.
- October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.
- November 13, 1984: Over to the meeting of November 26, 1984 at the request of Mr. Ellis' attorney.
- Action: Over to the meeting of December 10, 1984 at the request of Mr. Ellis' attorney.
- 
- 3349-84 Appeal of rejection for Class 8304 Deputy Sheriff by Chester L. Blanson. (Calendar Item No. 14)
- October 22, 1984: Over to the meeting of November 13, 1984 to verify status of Mr. Blanson's driver license with the State of California Department of Motor Vehicles.
- November 13, 1984: Over to the meeting of November 26, 1984 at the request of the Sheriff.
- Action: Over to the meeting of December 10, 1984 at the request of the Sheriff.
- 
- 3361-84 Determination of the future employability of Lawrence V. Temple, Class 2708 Custodian, San Francisco Community College District. (Calendar Item No. 20)
- Action: Over to the meeting of December 10, 1984.



EXAMINATION MATTERS (cont.)

3363-84 Request for reconsideration of staff's denial of the protest filed on the minimum qualifications for Class 3422 Park Section Supervisor. (Calendar Item No. 12)

November 13, 1984: Over to the meeting of November 26, 1984.

Action: Over to the meeting of December 10, 1984 at request of staff.

3368-84 Appeal of rejection for Class Q2 Police Officer by William R. Silas. (Calendar Item No. 18)

November 13, 1984: Over to the meeting of November 26, 1984 at the request of Mr. Silas.

Action: Over to the meeting of December 10, 1984 at Mr. Silas' request.

3388-84 Request from the San Francisco Police Department to require polygraph examination of all candidates for Class Q2 Police Officer. (Calendar Item No. 15)

Action: Over to the meeting of December 10, 1984.

3389-84 Appeal of rejection for Class Q2 Police Officer by Vincent Lock. (Calendar Item No. 19)

Action: Over to the meeting of December 10, 1984. Mr. Lock to be renotified of hearing.

IN-SERVICE MATTERS

4836-84 Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry. (Calendar Item No. 10)

September 17, 1984: Over to the meeting of October 1, 1984 at request of staff.

October 1, 1984: Over to the meeting of October 22, 1984 at request of staff.

October 22, 1984: Over to the meeting of November 13, 1984 at request of staff.

November 13, 1984: Over to the meeting of November 26, 1984. Copy of report to be provided to the Chief Administrative Officer for his input.

Action: Over to the meeting of December 10, 1984 at the request of the Chief Administrative Officer.

6026-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 6)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.





Commissioners' New Business (Calendar Item No. 9)

From Commissioner Texidor del Portillo:

- (A) Progress report on implementation of Civil Service Commission action of September 17, 1984 on File 4673-84: Bilingual needs assessment at San Francisco General Hospital.

February 27, 1984: Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:

- A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
- B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
- C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.

August 13, 1984: Over to the meeting of August 27, 1984 at request of Department of Public Health.

August 27, 1984: Over to the meeting of September 17, 1984 at request of staff. The Commission stipulated that this was the final continuance.

September 17, 1984: Civil Service Commission directs the General Manager, Personnel to inform the Director of Department of Public Health that it will utilize the provisions of Charter Section 8.341 if the Department of Public Health does not provide a specific timetable for the filling of the remaining vacant bilingual positions with qualified personnel within 30 days from the date of this hearing. The Commission further stipulates that these positions are to be filled by December 1, 1984.

- (B) Report on the status of the examination for Class 2895 Program Chief, Community Mental Health Services.

Action: 1. The Department of Public Health has committed to the following:

- A. to complete the hiring of the bilingual personnel at San Francisco General Hospital Medical Center by December 1, 1984.



Commissioners' New Business  
(cont.)

- B. to prepare a comprehensive report of the bilingual positions at San Francisco General Hospital Medical Center by the Civil Service Commission meeting of December 10, 1984. Such report to include the name of the incumbent, the second language, and the location of the position.
2. The Department of Public Health has committed that both the screening panel and the qualifications appraisal board in the examination for Class 2895 Program Chief, Community Mental Health Services will be fully integrated. Commissioner Texidor del Portillo appointed a Committee of One to contact persons proposed by the Department of Public Health for membership on either of these two panels.
3. Previous Civil Service Commission action related to the Interpreter Services at San Francisco General Hospital Medical Center will be reviewed at the Civil Service Commission meeting of December 10, 1984.
4. The Director of Health to be notified in writing of these commitments and of the upcoming review.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 26, 1984

RECESSED TO NOVEMBER 29, 1984

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vincent Anderson, 9163 Transit Operator, 731/E-112, Public Utilities Commission, Municipal Railway, 4/21/84. (Calendar Item No. 35) (7)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Anderson's attorney.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

November 13, 1984: Over to the meeting of November 26, 1984.

Action: Over to the meeting of December 10, 1984 at the request of Mr. Anderson's attorney.

Luz Balmes, 1428 Ward Clerk, 17/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 9/1/84. (Calendar Item No. 32) (6)

Action: Off calendar at the request of the Department of Public Health.

Murray Thomas Callier, 9163 Transit Operator, 236/E-115, Public Utilities Commission, Municipal Railway, 4/26/84. (Calendar Item No. 26) (2)

November 13, 1984: Over to the meeting of November 26, 1984.

Action: Over to the meeting of December 10, 1984 at the request of the Transport Workers' Union.

Darryl B. Carter, 7335 Senior Station Engineer, 7/CPE-1, Public Utilities Commission, Water Quality Division, 9/29/84. (Calendar Item No. 30) (6)

October 22, 1984: Over to the meeting of November 26, 1984 at the request of the Public Utilities Commission.

Action: Off calendar at the request of the Public Utilities Commission. Mr. Carter of the Public Utilities Commission when prepared to proceed. Mr. Carter is ineligible for employment with the City and County pending final Civil Service Commission decision.



Lee Cousins, 3320 Animal Keeper, 42/E-9, Recreation and Park Department, Zoo Division, 9/28/84. (Calendar Item No. 25) (3)

October 22, 1984: Over to the meeting of November 26, 1984 at request of the Department.

Action: Off calendar at the request of the Recreation and Park Department.

Ronald Denny, 1922 Senior Inventory Clerk, 4/CPE-2, Public Utilities Commission, Municipal Railway, 11/5/84. (Calendar Item No. 28) (4)

Action: Over to the meeting of December 10, 1984.

Helen Francis, 2716 Custodial Assistant Supervisor, 15/E-1, Department of Public Works, 10/19/84. (Calendar Item No. 24) (5)

Action: Reinstate to a full-time permanent position in the class from which promoted. Return name to the eligible list for Class 2716. Not to be certified to the Department of Public Works from List E-1, Class 2716 (Vote of 3 to 1: Commissioner Gloyd dissents).

Thomas Grinner, 7347 Plumber, 30/C001, San Francisco Unified School District, Buildings and Grounds Division, 11/6/84. (Calendar Item No. 29) (4)

Action: Off calendar pending completion of investigation by the Civil Service Commission EEO Unit.

Harry Gulbengay, 6231 Senior Street Inspector, 4/CPE-2, Department of Public Works, Engineering Division, 9/24/84. (Calendar Item No. 23) (5)

October 22, 1984: Over to the meeting of November 26, 1984 at Mr. Gulbengay's request.

Action: Reinstate to a position in the class from which promoted; return name to the eligible list for Class 6231 Senior Street Inspector.

Asilee Lewis, 2312 Licensed Vocational Nurse, 3/E-62, Department of Public Health, San Francisco General Hospital Medical Center, 7/30/84. (Calendar Item No. 34A) (6)

November 13, 1984: Over to the meeting of November 26, 1984.

Action: Over to the meeting of December 10, 1984 at the request of the Department of Public Health.

Tamara Morgan, 2320 Registered Nurse, 2/E-16, Department of Public Health, San Francisco General Hospital Medical Center, 8/6/84. (Calendar Item No. 34) (6)

Action: Over to the meeting of January 14, 1985 at the request of the Department of Public Health.





Tai Lim Nam, 2320 Registered Nurse, 4/E-271, Department of Public Health, San Francisco General Hospital Medical Center, 8/10/84.  
(Calendar Item No. 33) (6)

Action: Over to the meeting of December 10, 1984 at the request of the Department of Public Health.

David S. Navarro, 7318 Electrical Maintenance Technician, V-28, CPE-1, Public Utilities Commission, Municipal Railway, 11/7/84.  
(Calendar Item No. 36) (7)

Action: Over to the meeting of December 10, 1984.

John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 22) (5)

August 27, 1984: Over to the meeting of September 17, 1984 at Mr. Straight's request.

September 17, 1984: Over to the meeting of October 1, 1984 at request of San Francisco Public Library.

October 1, 1984: Over to the meeting of October 22, 1984 at request of San Francisco Public Library.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

November 13, 1984: Over to the meeting of November 26, 1984 due to split vote.

Action: Over to the meeting of December 10, 1984 at Mr. Straight's request.

Reconsideration of Civil Service Commission action of October 22, 1984 (Commissioners Gloyd, Powell and Texidor del Portillo):  
Vincent J. Vasquez, 7309 Car and Auto Painter, Public Utilities Commission, Equipment Maintenance Division, 9/17/84.  
(Calendar Item No. 27) (4)

October 22, 1984: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Action: Over to the meeting of December 10, 1984.

Austin L. Wright, 9163 Transit Operator, V-36/E-98, Public Utilities Commission, Municipal Railway, 9/25/84. (Calendar Item No. 31) (6)

Action: Over to the meeting of December 10, 1984.



REGULAR MEETING - DECEMBER 10, 1984

DEC 10 1984

PART I - 2:00 P.M.

SAN FRANCISCO  
PUBLIC LIBRARY

MEETING CANCELLED DUE TO LACK OF QUORUM.  
ALL ITEMS CONTINUED TO SUBSEQUENT MEETINGS AS NOTED IN THE ACTION.

MINUTES: Regular Meeting of November 26, 1984  
Recessed to November 29, 1984.

Action: Over to the Special Meeting of December 20, 1984.

CLASSIFICATION MATTERS

1240-84 Classification survey of the Office of the Recorder.  
(Calendar Item No. 5)

Action: Over to the Special Meeting of December 20, 1984.

1241-84 Review of requests for approval of proposed personal services  
contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u>              | <u>CONTRACTOR</u>   |
|---------------|--------------------------------|---|
| 272-84/85     | Public Health                  | S.F. Study Center   |
| 273-84/85     | Public Health                  | Intertec Diversified<br>Systems, Inc.                         |
| 274-84/85     | Public Health                  | St. Mary's Hospital &<br>Medical Center, McAuley<br>Institute |
| 275-84/85     | Public Health                  | Michael Sullivan-Catholic<br>Social Service                   |
| 276-84/85     | Art Commission                 | Dustin Shuler   |
| 277-84/85     | Art Commission                 | Joan Brown  |
| 278-84/85     | Chief Administrative<br>Office | Orrick, Herrington &<br>Sutcliffe                             |
| 279-84/85     | Chief Administrative<br>Office | Cal Recovery Systems  |
| 280-84/85     | Public Utilities<br>Commission | Hydro Science Laboratory                                      |
| 281-84/85     | Public Utilities<br>Commission | Ammann & Whitney - Danpower<br>Inc.                           |
| 282-84/85     | Social Services                | Robert Hicks, Ph.D.   |
| 283-84/85     | Social Services                | Martin Glasser, M.D.  |
| 284-84/85     | Social Services                | Luz-Mary Harris, Ph.D.  |
| 285-84/85     | Social Services                | Carolyn B. Block, Ph.D.                                       |
| 286-84/85     | Social Services                | J. Donald Cohon, Ph.D.  |
| 287-84/85     | Port Commission                | Triumph Marketing   |



CLASSIFICATION MATTERS (cont.)

1241-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                          | <u>CONTRACTOR</u>                              |
|---------------|--|--|
| 288-84/85     | Public Works/<br>Clean Water               | Flow Science, Inc.                             |
| 289-84/85     | Public Works                               | Nunn Better                                    |
| 290-84/85     | Parking Authority                          | Testing Engineers, Inc.                        |
| 291-84/85     | Mayor's Office of<br>Community Development | Martin Gustavson, S.F.<br>Redevelopment Agency |
| 292-84/85     | Public Utilities<br>Commission             | J.H. Keinfelder & Associates                   |
| 293-84/85     | Public Utilities<br>Commission             | Signet Testing Lab., Inc.                      |
| 294-84/85     | Public Health                              | Barry Barkin, Dir., Live<br>Oak Inst.          |
| 295-84/85     | Public Health                              | Regents, UC/UCSF Dept. of<br>Psychiatry        |
| 296-84/85     | Public Health                              | Shanti Project                                 |
| 297-84/85     | Controller                                 | Gentry, Inc.                                   |
| 298-84/85     | Public Works                               | Roger Owen Boyer &<br>Associates               |

Action: Over to the Special Meeting of December 20, 1984.

1241-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4 Addendum)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 299-84/85     | Art Commission    | Dennis W. Rumsey  |

Action: Over to the Special Meeting of December 20, 1984.

1245-84 Classification survey of positions in various City departments. (Calendar Item No. 6)

| <u>Department</u>                         | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>                           | <u>Recommended<br/>Class</u>                                    |
|---|---------------------|--|---|
| Controller                                | 5                   | 1874 Senior Programmer<br>Analyst<br>(Sch. 52.4 1185B1436)   | Same  |
| Public Health<br>Laguna Honda<br>Hospital | 1                   | 1464 Medical Clerk<br>Stenographer<br>(Sch. 43.2 766B925)    | 1440 Medical<br>Transcriber<br>Typist<br>(Sch. 40.0<br>658B796) |
| Public Utilities<br>Commission            | 1                   | 1844 Senior Management<br>Assistant<br>(Sch. 50.5 1083B1310) | Same  |
|   | 1                   | 1844 Senior Management<br>Assistant<br>(Sch. 50.5 1083B1310) | 1842 Management<br>Assistant<br>(Sch. 47.0<br>916B1109)         |



CLASSIFICATION MATTERS (cont.)

1245-84  
(cont.)

| <u>Department</u> | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>   | <u>Recommended<br/>Class</u> |
|-------------------|---------------------|--|------------------------------|
| Social Services   | 8                   | 2944 Child Welfare<br>Supervisor<br>(Sch. 53.0 1220B1477)                                    | Same                         |
|                   | 1                   | 2973 Assistant General<br>Manager, Department of<br>Social Services<br>(Sch. 64.2 2094B2545) | Same                         |

Action: Over to the Special Meeting of December 20, 1984.

1249-84 Report from Public Utilities Commission regarding status of "Project Manager" assignments (Reference prior report 1330-83) (Calendar Item No. 13B))

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Approve. The Public Utilities Commission to submit comprehensive report on implementation within six (6) months and another report following the second six (6) months. Such reports to include all EEO data. The Commission indicated that it would not rescind this action for one (1) year.

Action: Over to the Special Meeting of December 20, 1984.

COMPENSATION MATTERS

2354-84 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

| <u>NAME AND CLASS</u>                                   | <u>DEPARTMENT</u>           | <u>STEP<br/>REQUESTED</u> | <u>STEP<br/>RECOMMENDED</u> |
|---|-----------------------------|---------------------------|-----------------------------|
| Linda Olvera<br>1233 Affirmative<br>Action Specialist   | Public Health               | 5                         | 5                           |
| Blanca Canjura<br>1426 Senior Clerk Typist              | Public Health               | 2                         | 2                           |
| Miranda Li<br>2930 Psychiatric<br>Social Worker         | Public Health               | 4                         | 4                           |
| Nancy Woo<br>1233 Affirmative<br>Action Specialist      | Civil Service<br>Commission | 2                         | 2                           |
| Anita Escandor<br>1233 Affirmative<br>Action Specialist | Civil Service<br>Commission | 2                         | 2                           |

Action: Over to the Special Meeting of December 20, 1984.

EXAMINATION MATTERS

3310-84 Appeal of staff's denial of protest regarding qualifications appraisal examination for Class 6318 Construction Inspector. (Calendar Item No. 19)





EXAMINATION MATTERS (cont.)

3310-84  
(cont.)

October 22, 1984: Over to the meeting of November 13, 1984 at the request of appellant.

November 13, 1984: Over to the meeting of November 26, 1984.

November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to The Assistant Secretary directed to  
November 29, 1984) subpoena all persons known to have first hand knowledge of allegations of cheating.

Action: Over to the Special Meeting of December 20, 1984.

3323-84 Appeal of rejection for Class Q2 Police Officer by Manuel C. Solano.  
(Calendar Item No. 25)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Solano's attorney.

October 22, 1984: Over to the meeting of November 26, 1984 due to lack of quorum.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of Mr. Solano's attorney.  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.

3331-84 Appeal of rejection for Class Q2 Police Officer by Scott A. Ellis.  
(Calendar Item No. 24)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Ellis' attorney.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

November 13, 1984: Over to the meeting of November 26, 1984 at the request of Mr. Ellis' attorney.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of Mr. Ellis' attorney.  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.

3349-84 Appeal of rejection for Class 8304 Deputy Sheriff by Chester L. Blanson. (Calendar Item No. 18)

October 22, 1984: Over to the meeting of November 13, 1984 to verify status of Mr. Blanson's driver license with the State of California Department of Motor Vehicles.

November 13, 1984: Over to the meeting of November 26, 1984 at the request of the Sheriff.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of the Sheriff.  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.



EXAMINATION MATTERS (cont.)

- 3354-84 Appeal of rejection for Class Q2 Police Officer by Belinda D. Kerr.  
(Calendar Item No. 26)
- November 13, 1984: Over to the meeting of December 10, 1984 at  
the request of Ms. Kerr's attorney.
- Action: Over to the meeting of January 14, 1985.
- 3356-84 Appeal of rejection for Class Q2 Police Officer by John M. O'Neal.  
(Calendar Item No. 27)
- November 13, 1984: Over to the meeting of December 10, 1984 at  
the request of Mr. O'Neal's attorney.
- Action: Over to the meeting of January 14, 1985.
- 3361-84 Determination of the future employability of Lawrence V. Temple,  
Class 2708 Custodian, San Francisco Community College District.  
(Calendar Item No. 12)
- Action: Over to the Special Meeting of December 20, 1984.
- 3363-84 Appeal of staff's denial of the protest filed on the minimum  
qualifications for Class 3422 Park Section Supervisor.  
(Calendar Item No. 20)
- November 13, 1984: Over to the meeting of November 26, 1984.
- November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to request of staff.  
November 29, 1984)
- Action: Over to the meeting of January 14, 1985.
- 3368-84 Appeal of rejection for Class Q2 Police Officer by William R. Silas.  
(Calendar Item No. 28)
- November 13, 1984: Over to the meeting of November 26, 1984 at  
the request of Mr. Silas.
- November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to Mr. Silas' request.  
November 29, 1984)
- Action: Over to the meeting of January 14, 1985.
- 3374-84 Appeal of staff's denial of protest filed on the announcement for  
Class 4349 Director of Real Estate, Tax Collector's Office.  
(Calendar Item No. 21)
- Action: Over to the Special Meeting of December 20, 1984.
- 3388-84 Request from the San Francisco Police Department to require  
polygraph examination of all candidates for Class Q2 Police  
Officer. (Calendar Item No. 14)
- November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to  
November 29, 1984)
- Action: Over to the Special Meeting of December 20, 1984.



EXAMINATION MATTERS (cont.)

3389-84 Appeal of rejection for Class Q2 Police Officer by Vincent Lock.  
(Calendar Item No. 29)

November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to Mr. Lock to be renotified of hearing.  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.

3390-84 Appeal of rejection for Class Q2 Police Officer by Mary Gonzalez.  
(Calendar Item No. 30)

Action: Over to the meeting of January 14, 1985.

3396-84 Appeal the rejection for Class Q2 Police Officer by Candice E.  
Fukunaga. (Calendar Item No. 31)

Action: Over to the meeting of January 14, 1985.

3397-84 Appeal of staff's denial regarding the qualifications appraisal  
interview for Class 1240 Assistant Personnel Analyst.  
(Calendar Item No. 22)

Action: Over to the Special Meeting of December 20, 1984.

IN-SERVICE MATTERS

4485-83 Review of Civil Service Commission action of June 6, 1983:  
Designated Bilingual positions at San Francisco General Hospital  
Medical Center. (Calendar Item No. 16)

May 16, 1983: Over to the meeting of June 6, 1983.

June 6, 1983: The Commission directed that a person not  
involved in the translator/interpreter  
program or in bilingual education conduct  
an audit over the next 2 to 3 months to  
compile an accurate assessment of the  
bi-lingual needs at San Francisco General  
Hospital. This assessment to include the  
classes, number of positions, and estimated  
cost. Report of this audit to be on  
calendar by second meeting in September.

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Over to the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984 at  
request of staff.

January 23, 1984: Over to the meeting of February 6, 1984 at  
request of staff.

February 6, 1984: Over to the meeting of February 27, 1984 at  
request of staff.

February 27, 1984: Based on the information provided by  
the staff report, the Civil Service  
Commission makes the following  
recommendations:



IN-SERVICE MATTERS (cont.)

4485-83  
(cont.)

- A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
- B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
- C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.

August 13, 1984: Over to the meeting of August 27, 1984 at request of Department of Public Health.

August 27, 1984: Over to the meeting of September 17, 1984 at request of staff. The Commission stipulated that this was the final continuance.

September 17, 1984: Civil Service Commission directs the General Manager, Personnel to inform the Director of Department of Public Health that it will utilize the provisions of Charter Section 8.341 if the Department of Public Health does not provide a specific timetable for the filling of the remaining vacant bilingual positions with qualified personnel within 30 days from the date of this hearing. The Commission further stipulates that these positions are to be filled by December 1, 1984.

November 26, 1984:  
(Recessed to  
November 29, 1984)

- 1. The Department of Public Health has committed to the following:
  - A. to complete the hiring of the bilingual personnel at San Francisco General Hospital Medical Center by December 1, 1984.
  - B. to prepare a comprehensive report of the bilingual positions at San Francisco General Hospital Medical Center by the Civil Service Commission meeting of December 10, 1984. Such report to include the name of the incumbent, the second language, and the location of the position.
- 2. Previous Civil Service Commission action related to the Interpreter Services at San Francisco General Hospital Medical Center will be reviewed at the Civil Service Commission meeting of December 10, 1984.





IN-SERVICE MATTERS (cont.)

4485-83  
(cont.)

3. The Director of Health to be notified in writing of these commitments and of the upcoming review.

Action: Over to the Special Meeting of December 20, 1984.

4836-84 Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry. (Calendar Item No. 17)

September 17, 1984: Over to the meeting of October 1, 1984 at request of staff.

October 1, 1984: Over to the meeting of October 22, 1984 at request of staff.

October 22, 1984: Over to the meeting of November 13, 1984 at request of staff.

November 13, 1984: Over to the meeting of November 26, 1984. Copy of report to be provided to the Chief Administrative Officer for his input.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of the Chief Administrative  
November 29, 1984) Officer.

Action: Over to the Special Meeting of December 20, 1984.

6047-84 Determination of the future employment of David B. Trinh, Class 9163 Transit Operator. (Calendar Item No. 23)

Action: Over to the meeting of January 14, 1985.

6055-84 Request for supplemental appropriation for pre-employment medical examinations. (Calendar Item No. 8)

Action: Over to the Special Meeting of December 20, 1984.

6056-84 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 9)

Action: Over to the Special Meeting of December 20, 1984.

6057-84 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period to implement Proposition G - November, 1984 Election. (Calendar Item No. 10)

Action: Over to the Special Meeting of December 20, 1984.

6058-84 Proposed amendment to Civil Service Commission Rule 8 - Examinations, Section 8.03 - Notice of Examinations. (Calendar Item No. 11)

Action: Over to the Special Meeting of December 20, 1984.



IN-SERVICE MATTERS (cont.)

6059-84 From the Department of Public Health:  
Status Report on Bilingual Services at San Francisco General  
Hospital Medical Center. (Calendar Item No. 15)

Action: Over to the Special Meeting of December 20, 1984.

General Manager's Report (Calendar Item No. 13A)

Status Report - Temporary Employee Letter of Agreement.

Action: Over to the Special Meeting of December 20, 1984.

Commissioners' New Business (Calendar Item No. 13)



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 10, 1984

PART II - 3:00 P.M.

MEETING CANCELLED DUE TO LACK OF QUORUM.  
ALL ITEMS CONTINUED TO SUBSEQUENT MEETINGS AS NOTED IN THE ACTION.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Vincent Anderson, 9163 Transit Operator, 731/E-112, Public Utilities Commission, Municipal Railway, 4/21/84. (Calendar Item No. 46) (7)

October 1, 1984: Over to the meeting of October 22, 1984 at request of Mr. Anderson's attorney.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

November 13, 1984: Over to the meeting of November 26, 1984.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of Mr. Anderson's attorney.  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.

Thomas Callas, 1934 Storekeeper, 8/CPE-1, Purchasing, Stores and Equipment Division, 10/5/84. (Calendar Item No. 44) (6)

Action: Over to the meeting of January 14, 1985.

Murray Thomas Callier, 9163 Transit Operator, 236/E-115, Public Utilities Commission, Municipal Railway, 4/26/84. (Calendar Item No. 34) (2)

November 13, 1984: Over to the meeting of November 26, 1984.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of the Transport Workers' Union.  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.

Ronald Denny, 1922 Senior Inventory Clerk, 4/CPE-2, Public Utilities Commission, Municipal Railway, 11/5/84. (Calendar Item No. 38) (4)

November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to  
November 29, 1984)

Action: Over to the meeting of January 14, 1985



Donald English, 7379 Electrical Transit Maintenance, 9/E-13, Public Utilities Commission, Municipal Railway, 11/14/84. (Calendar Item No. 48) (7)

Action: Over to the meeting of January 28, 1985.

Tilford Ferguson, 7410 Automotive Service Worker, V-6/E-4, Public Utilities Commission, Municipal Railway, 11/16/84. (Calendar Item No. 49) (7)

Action: Over to the meeting of January 14, 1985.

Marykuty Joseph, 2320 Registered Nurse, 9/E-642, Department of Public Health, San Francisco General Hospital Medical Center, 7/7/84. (Calendar Item No. 45) (6)

September 17, 1984: Off calendar at the request of Department of Public Health.

Action: Over to the meeting of January 14, 1985.

Frederick D. Kilmer, Q2 Police Officer, 67/E-97, San Francisco Police Department, Personnel and Training, 10/16/84. (Calendar Item No. 39) (6)

Action: Over to the meeting of January 14, 1985.

James C. Lattimore, 7306 Body and Fender Worker, 4/E-7, Public Utilities Commission, Municipal Railway, 11/23/84. (Calendar Item No. 35) (2)

Action: Over to the meeting of January 14, 1985.

Asilee Lewis, 2312 Licensed Vocational Nurse, 3/E-62, Department of Public Health, San Francisco General Hospital Medical Center, 7/30/84. (Calendar Item No. 41) (6)

November 13, 1984: Over to the meeting of November 26, 1984.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of the Department of Public  
November 29, 1984) Health.

Action: Over to the meeting of January 14, 1985.

Tai Lim Nam, 2320 Registered Nurse, 4/E-271, Department of Public Health, San Francisco General Hospital Medical Center, 8/10/84. (Calendar Item No. 42) (6)

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of the Department of Public  
November 29, 1984) Health.

Action: Off calendar at request of Department of Public Health.





David S. Navarro, 7318 Electrical Maintenance Technician, V-28, CPE-1, Public Utilities Commission, Municipal Railway, 11/7/84. (Calendar Item No. 47) (7)

November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to  
November 29, 1984)

Action: Over to the meeting of January 14, 1985.

Edward H. Ruppenstein, Q2 Police Officer, 139/E-97, San Francisco Police Department, Southern Station, 9/6/84. (Calendar Item No. 36) (4)

October 22, 1984: Over to the meeting of November 13, 1984 at Mr. Ruppenstein's request.

November 13, 1984: Over to the meeting of December 10, 1984 at the request of Mr. Ruppenstein's attorney.

Action: Over to the meeting of January 14, 1985.

Gregory Smith, 9163 Transit Operator, 343/E-113, Public Utilities Commission, Municipal Railway, 11/11/84. (Calendar Item No. 50) (7)

Action: Over to the meeting of January 14, 1985.

John Straight, 3632 Librarian II, 63/CPE-1, San Francisco Public Library, Excelsior Branch, 7/25/84. (Calendar Item No. 33) (5)

August 27, 1984: Over to the meeting of September 17, 1984 at Mr. Straight's request.

September 17, 1984: Over to the meeting of October 1, 1984 at request of San Francisco Public Library.

October 1, 1984: Over to the meeting of October 22, 1984 at request of San Francisco Public Library.

October 22, 1984: Over to the meeting of November 13, 1984 at 1 P.M.

November 13, 1984: Over to the meeting of November 26, 1984 due to split vote.

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to Mr. Straight's request.  
November 29, 1984)

Action: Over the meeting of January 28, 1985 at Mr. Straight's request.

Richard Usem, 1428 Ward Clerk, 13/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 6/26/84. (Calendar Item No. 43) (6)

November 13, 1984: Over to the meeting of December 10, 1984 at request of Mr. Usem's attorney.

Action: Over to the meeting of January 14, 1985.



Reconsideration of Civil Service Commission action of October 22, 1984 (Commissioners Gloyd, Powell and Texidor del Portillo): Vincent J. Vasquez, 7309 Car and Auto Painter, Public Utilities Commission, Equipment Maintenance Division, 9/17/84. (Calendar Item No. 37) (4)

October 22, 1984: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to  
November 29, 1984)

Action: Over to the Special Meeting of January 14, 1985.

Austin L. Wright, 9163 Transit Operator, V-36/E-98, Public Utilities Commission, Municipal Railway, 9/25/84. (Calendar Item No. 40) (6)

November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to  
November 29, 1984)

Action: Over to the Special Meeting of January 14, 1985.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - DECEMBER 20, 1984

10:00 A.M.

Present: Commissioner Gloyd  
Present: Commissioner Lee  
Present: Commissioner Munson

(Items Missed: Minutes,  
Consent Calendar)

Present: Commissioner Powell  
Present: Commissioner Texidor del Portillo

(Items Missed: 14, 15, 18,  
19 and 20)

Commissioner Gloyd presided

MINUTES: Regular Meeting of November 26, 1984 (Recessed to November 29, 1984)  
Regular Meeting of December 10, 1984

Action: Approve.

CLASSIFICATION MATTERS

1240-84 Classification survey of the Office of the Recorder.  
(Calendar Item No. 5)

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Adopt staff report.

1. Establish a new classification of 1133 Chief Deputy Recorder (J, Z Sch. 52.6 1197B1450).
2. Allocate one new position authorized in the 1984-85 budget as 1129 Chief Deputy Registrar of Voters-Recorder (Sch. 52.6 1197B1450) to the new classification 1133 Chief Deputy Recorder.
3. Establish a new classification of 8109 Document Examining Supervisor (Sch. 45.3 846B1022).
4. Allocate one new position authorized in the 1984-85 budget as 1410 Chief Clerk (Sch. 46.2 882B1067) to the new classification 8109 Document Examining Supervisor.
5. Classify four new positions of 8108 Senior Legal Process Clerk (Sch. 39.7 650B785) as authorized in the 1984-85 budget.
6. Amend the specification for Class 8108 Senior Legal Process Clerk to reflect the duties of these positions.

1241-84 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u>                                       |
|---------------|-------------------|---|
| 272-84/85     | Public Health     | S.F. Study Center                                       |
| 273-84/85     | Public Health     | Intertec Diversified Systems, Inc.                      |
| 274-84/85     | Public Health     | St. Mary's Hospital & Medical Center, McAuley Institute |



CLASSIFICATION MATTERS (cont.)

1241-84  
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u>                          | <u>CONTRACTOR</u>                              |
|---------------|--|--|
| 275-84/85     | Public Health                              | Michael Sullivan-Catholic Social Service       |
| 276-84/85     | Art Commission                             | Dustin Shuler                                  |
| 277-84/85     | Art Commission                             | Joan Brown                                     |
| 278-84/85     | Chief Administrative Office                | Orrick, Herrington & Sutcliffe                 |
| 279-84/85     | Chief Administrative Office                | Cal Recovery Systems                           |
| 280-84/85     | Public Utilities Commission                | Hydro Science Laboratory                       |
| 281-84/85     | Public Utilities Commission                | Ammann & Whitney - Danpower Inc.               |
| 282-84/85     | Social Services                            | Robert Hicks, Ph.D.                            |
| 283-84/85     | Social Services                            | Martin Glasser, M.D.                           |
| 284-84/85     | Social Services                            | Luz-Mary Harris, Ph.D.                         |
| 285-84/85     | Social Services                            | Carolyn B. Block, Ph.D.                        |
| 286-84/85     | Social Services                            | J. Donald Cohon, Ph.D.                         |
| 287-84/85     | Port Commission                            | Triumph Marketing                              |
| 288-84/85     | Public Works/<br>Clean Water               | Flow Science, Inc.                             |
| 289-84/85     | Public Works                               | Nunn Better                                    |
| 290-84/85     | Parking Authority                          | Testing Engineers, Inc.                        |
| 291-84/85     | Mayor's Office of<br>Community Development | Martin Gustavson, S.F.<br>Redevelopment Agency |
| 292-84/85     | Public Utilities<br>Commission             | J.H. Keinfelder & Associates                   |
| 293-84/85     | Public Utilities<br>Commission             | Signet Testing Lab., Inc.                      |
| 294-84/85     | Public Health                              | Barry Barkin, Dir., Live Oak Inst.             |
| 295-84/85     | Public Health                              | Regents, UC/UCSF Dept. of Psychiatry           |
| 296-84/85     | Public Health                              | Shanti Project                                 |
| 297-84/85     | Controller                                 | Gentry, Inc.                                   |
| 298-84/85     | Public Works                               | Roger Owen Boyer & Associates                  |

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.





CLASSIFICATION MATTERS (cont.)

1241-84 Review of requests for approval of proposed personal services  
(A) contract. (Calendar Item No. 4A)

| <u>NUMBER</u>   | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---|-------------------|-------------------|
| 299-84/85   | Art Commission    | Dennis W. Rumsey  |
| December 10, 1984: Over to the Special Meeting of December 20, 1984.                |                   |                   |
| Action: Adopt staff report; notify the offices of the Controller and the Purchaser. |                   |                   |

1245-84 Classification survey of positions in various City departments.  
(Calendar Item No. 6)

| <u>Department</u>  | <u>No.<br/>Pos.</u> | <u>Budgeted Class<br/>and Rate</u>   | <u>Recommended<br/>Class</u>                           |
|--|---------------------|--|--|
| Controller   | 5                   | 1874 Senior Programmer Analyst<br>(Sch. 52.4 1185B1436)                                | Same   |
| Public Health<br>Laguna Honda<br>Hospital                            | 1                   | 1464 Medical Clerk Stenographer<br>(Sch. 43.2 766B925)                                 | 1440 Medical Transcriber Typist<br>(Sch. 40.0 658B796) |
| Public Utilities Commission  | 1                   | 1844 Senior Management Assistant<br>(Sch. 50.5 1083B1310)                              | Same   |
|  | 1                   | 1844 Senior Management Assistant<br>(Sch. 50.5 1083B1310)                              | 1842 Management Assistant<br>(Sch. 47.0 916B1109)      |
| Social Services  | 8                   | 2944 Child Welfare Supervisor<br>(Sch. 53.0 1220B1477)                                 | Same   |
|  | 1                   | 2973 Assistant General Manager, Department of Social Services<br>(Sch. 64.2 2094B2545) | Same   |
| December 10, 1984: Over to the Special Meeting of December 20, 1984. |                     |  |  |
| Action: Adopt staff report.  |                     |  |  |

1249-84 Report from Public Utilities Commission regarding status of  
"Project Manager" assignments (Reference prior report 1330-83)  
(Calendar Item No. 14)

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Approve. The Public Utilities Commission to submit comprehensive report on implementation within six (6) months and another report following the second six (6) months. Such reports to include all EEO data. The Commission indicated that it would not rescind this action for one (1) year.



CLASSIFICATION MATTERS (cont.)

1249-84  
(cont.)

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Report accepted; no action taken. This matter to be recalendared at a January, 1985 meeting concerning the evaluation of this program implemented during February, 1984.

1251-84

Review of requests for approval of proposed personal services contract. (Calendar Item No. 4B)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-------------------|
| 300-84/85     | Art Commission    | Barbara Kibbe     |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2354-84

Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

| <u>NAME AND CLASS</u>                                   | <u>DEPARTMENT</u>           | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-----------------------------|-----------------------|-------------------------|
| Linda Olvera<br>1233 Affirmative<br>Action Specialist   | Public Health               | 5                     | 5                       |
| Blanca Canjura<br>1426 Senior Clerk Typist              | Public Health               | 2                     | 2                       |
| Miranda Li<br>2930 Psychiatric<br>Social Worker         | Public Health               | 4                     | 4                       |
| Nancy Woo<br>1233 Affirmative<br>Action Specialist      | Civil Service<br>Commission | 2                     | 2                       |
| Anita Escandor<br>1233 Affirmative<br>Action Specialist | Civil Service<br>Commission | 2                     | 2                       |

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Adopt staff report.

EXAMINATION MATTERS

3310-84

Appeal of staff's denial of protest regarding qualifications appraisal examination for Class 6318 Construction Inspector. (Calendar Item No. 19)

October 22, 1984: Over to the meeting of November 13, 1984 at the request of appellant.

November 13, 1984: Over to the meeting of November 26, 1984.  
November 26, 1984: Over to the meeting of December 10, 1984.  
(Recessed to November 29, 1984) The Assistant Secretary directed to subpoena all persons known to have first hand knowledge of allegations of cheating.



EXAMINATION MATTERS (cont.)

3310-84  
(cont.)

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Cancel and readminister this examination for Class 6318 Construction Inspector due to possible compromise of the integrity of this examination due to divulging of information by the participants.

3361-84

Determination of the future employability of Lawrence V. Temple, Class 2708 Custodian, San Francisco Community College District. (Calendar Item No. 12)

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Off calendar. Notify the San Francisco Community College District to prefer charges for dismissal pursuant to Charter Section 8.341.

3374-84

Appeal of staff's denial of protest filed on the announcement for Class 4349 Director of Real Estate, Tax Collector's Office. (Calendar Item No. 20)

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Adopt staff report; deny appeal of Eutiquio R. Tan.

3388-84

Request from the San Francisco Police Department to require polygraph examination of all candidates for Class Q2 Police Officer. (Calendar Item No. 13)

November 26, 1984: Over to the meeting of December 10, 1984. (Recessed to November 29, 1984)

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Deny request (Vote of 3 to 2: Commissioners Munson and Powell dissenting).

3397-84

Appeal of staff's denial regarding the qualifications appraisal interview for Class 1240 Assistant Personnel Analyst. (Calendar Item No. 21)

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Deny staff report; grant minimum passing score to Enrique Navas and Patricia Sayrafi in the qualifications appraisal interview for Class 1240 Assistant Personnel Analyst with certification restricted to the departments rating their performance as competent and effective - Mr. Navas to the San Francisco Unified School District only and Ms. Sayrafi to the Civil Service Commission only.



IN-SERVICE MATTERS

4485-83

Review of Civil Service Commission action of June 6, 1983:  
Designated Bilingual positions at San Francisco General Hospital  
Medical Center. (Calendar Item No. 17)

May 16, 1983: Over to the meeting of June 6, 1983.

June 6, 1983: The Commission directed that a person not involved in the translator/interpreter program or in bilingual education conduct an audit over the next 2 to 3 months to compile an accurate assessment of the bi-lingual needs at San Francisco General Hospital. This assessment to include the classes, number of positions, and estimated cost. Report of this audit to be on calendar by second meeting in September.

November 28, 1983: Over to the meeting of December 5, 1983.

December 5, 1983: Over to the meeting of January 9, 1984.

January 9, 1984: Over to the meeting of January 23, 1984 at request of staff.

January 23, 1984: Over to the meeting of February 6, 1984 at request of staff.

February 6, 1984: Over to the meeting of February 27, 1984 at request of staff.

February 27, 1984: Based on the information provided by the staff report, the Civil Service Commission makes the following recommendations:

- A. that the San Francisco General Hospital implement the four recommendations contained in the staff report; and, in addition,
- B. place greater and continuing emphasis on the recruitment and employment of bilingual personnel within the various units of the Hospital as a means of reducing the reliance upon the Interpreter Services Department; and further, that
- C. the Department of Public Health - EEO Unit coordinate the implementation of these provisions and provide Dr. Silverman and Mr. Boas with concrete goals and timetables for the recruitment and employment of qualified bilingual service providers for all languages where the Task Force determines a demonstrated need exists for such assistance.

August 13, 1984: Over to the meeting of August 27, 1984 at request of Department of Public Health.

August 27, 1984: Over to the meeting of September 17, 1984 at request of staff. The Commission stipulated that this was the final continuance.





IN-SERVICE MATTERS (cont.)

4485-83  
(cont.)

September 17, 1984: Civil Service Commission directs the General Manager, Personnel to inform the Director of Department of Public Health that it will utilize the provisions of Charter Section 8.341 if the Department of Public Health does not provide a specific timetable for the filling of the remaining vacant bilingual positions with qualified personnel within 30 days from the date of this hearing. The Commission further stipulates that these positions are to be filled by December 1, 1984.

November 26, 1984:  
(Recessed to  
November 29, 1984)

1. The Department of Public Health has committed to the following:
  - A. to complete the hiring of the bilingual personnel at San Francisco General Hospital Medical Center by December 1, 1984.
  - B. to prepare a comprehensive report of the bilingual positions at San Francisco General Hospital Medical Center by the Civil Service Commission meeting of December 10, 1984. Such report to include the name of the incumbent, the second language, and the location of the position.
2. Previous Civil Service Commission action related to the Interpreter Services at San Francisco General Hospital Medical Center will be reviewed at the Civil Service Commission meeting of December 10, 1984.
3. The Director of Health to be notified in writing of these commitments and of the upcoming review.

December 10, 1984: Over to the Special Meeting of December 20, 1984.

Action: Over to the meeting of January 28, 1985.

4836-84

Pursuant to its authority under Charter Section 3.661 and 8.341, the Commission directed the General Manager, Personnel to appoint an investigator to inquire into the personnel practices related to the recent report of the San Francisco General Hospital by the State of California and to report back to the Commission the findings of that inquiry. (Calendar Item No. 18)

September 17, 1984: Over to the meeting of October 1, 1984 at request of staff.

October 1, 1984: Over to the meeting of October 22, 1984 at request of staff.

October 22, 1984: Over to the meeting of November 13, 1984 at request of staff.

November 13, 1984: Over to the meeting of November 26, 1984. Copy of report to be provided to the Chief Administrative Officer for his input.



IN-SERVICE MATTERS (cont.)

4836-84  
(cont.)

November 26, 1984: Over to the meeting of December 10, 1984 at  
(Recessed to the request of the Chief Administrative  
November 29, 1984) Officer.

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Over to the meeting of January 14, 1985.

6055-84

Request for supplemental appropriation for pre-employment medical  
examinations. (Calendar Item No. 8)

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Approve; forward to the office of the Mayor.

6056-84

From the heads of various departments requesting authorization to  
make limited tenure appointments. (Calendar Item No. 9)

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Adopt staff report; approve requests for the duration  
indicated in the staff report.

6057-84

Proposed amendment to Civil Service Commission Rule 16 -  
Probationary Period, to implement Proposition G - November, 1984  
Election. (Calendar Item No. 10)

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Post for adoption at the next meeting.

6058-84

Proposed amendment to Civil Service Commission Rule 8 -  
Examinations, Section 8.03 - Notice of Examinations.  
(Calendar Item No. 11)

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Post for adoption at the next meeting.

6059-84

From the Department of Public Health:  
Status Report on Bilingual Services at San Francisco General  
Hospital Medical Center. (Calendar Item No. 16)

December 10, 1984: Over to the Special Meeting of December 20,  
1984.

Action: Over to the meeting of January 28, 1985.

General Manager's Report. (Calendar Item No. 12A)

Status Report - Temporary Employee Letter of Agreement.

Action: Approve request to modify Temporary Employee Letter of  
Agreement to extend limited tenure authority in classes  
represented by unions signatory to the Letter of  
Agreement to June 30, 1985.











